



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



Scheme of Delegation
Adopted by Hale Parish Council
on 17th July 2023

Introduction

This document sets out the manner in which Hale Parish Council has delegated its powers.

The legal basis of the delegation conferred by the Scheme is contained in Section 101 of the Local Government Act 1972.

Proper Officer and Responsible Financial Officer

The Proper Officer of the Council is delegated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

The Proper Officer is designated and authorised to act as the Responsible Financial Officer for the purposes of any statute requiring the designation of a Responsible Financial Officer.

The Proper Officer of the Council is employed by the Council under Section 112 of the Local Government Act 1972 for the proper discharge of its functions.

The Proper Officer is designated to discharge the delegated authority outlined in any resolutions of the Council, and including (but not limited to) all decisions relating to payroll management provisions, office equipment and consumables, rent, award schemes, subscriptions, accreditations, publications, insurance, communications, public relations, marketing, community engagement, the neighbourhood plan, wellbeing activities, and any such projects and/or campaigns delegated to him/her in consultation with members if so required, provided that any such decisions fall within the budget headings decided by the Council.

Committees

A Committee of the Council is delegated to act in all matters covered by the Committee's Terms of Reference and subject to prior Council approval of any delegated capital and revenue estimates.

Any activity requiring application for consent to borrow must first have been approved by the Council, and loan sanction secured.

Every Committee shall have power to authorise an officer to take decisions on specific matters falling within the Committees' terms of reference.

Council

The following matters are reserve for the full Council and may not be delegated to an officer or Committee:

- The adoption of Standing Orders and Financial Regulations
- The adoption of policies and procedures
- The appointment of permanent representatives to outside bodies
- Co-option
- The making of by-laws
- The dismissal of officers
- The setting of the annual budget and precept
- The approval of final accounts and statutory return
- The noting of the internal audit report