

SPC Emergency Scheme of Delegation – May 2023

The adoption of a Scheme of Delegation is in line with Section 101 of the Local Government Act 1972.

The Emergency Scheme of Delegation is important for the continuation of council business if for any reason the council becomes inquorate, cannot meet or cannot call an extraordinary meeting in time for a decision to be made.

Limitations

The Parish Clerk will exercise these powers in accordance with Saltford Parish Council's Standing Orders, Financial Regulations, other adopted policies of the Council, all statutory common law and contractual requirements, and where applicable any other rules/regulations and legislation.

All decisions will be reported to the first appropriate Council meeting.

Urgent decisions, spend and business

1. Urgent decisions required between scheduled meetings, or if a meeting cannot take place, or if a meeting is not possible due to being inquorate, or if an extraordinary meeting cannot be called in time to meet a deadline - are delegated to the Clerk in consultation with either the council's Chair and Vice Chair (and both if available) and if possible and available, other members of the council. Decisions made under this delegation will be reported to and recorded at the next council meeting.
2. To take any actions necessary with associated expenditure (note: in line with Financial Regulations, as above) to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council and in accordance with the Member Officer Protocol.
3. The Parish Clerk is authorised to act on behalf of the Council in cases of urgency and/or lead on Council actions in the case of an emergency or an urgent safety issue relating to a duty or responsibility of the Council. Any such action is to be reported to the next meeting of the Council or relevant committee or subcommittee. The Chair, the Vice Chair and the Chair of any relevant committee are to be consulted before such action is taken.
4. Under this delegation, where appropriate and possible, the Clerk may conclude that an extraordinary meeting of the council be called to deal with the urgent matter.

The Scheme of Emergency Delegation will be reviewed and require re-adopting during the Annual Meeting of the Council (held in May each year).