

Dartington Parish Council – Scheme of Delegation:

1. The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee or the Clerk, being the council's proper officer.
2. All Council decisions must be agreed at a properly constituted meeting of the Council unless the decision is delegated to the Clerk.
3. The Clerk is the only individual in law who can act on behalf of the Council and lead the administration of all the Council's activities. Therefore, the only individual who can have functions delegated to them is the Clerk. The functions delegated to the Clerk are contained in the Council's Standing Orders and Financial Regulations, both of which are based on the NALC model.
4. No individual Parish Councillor can make decisions or issue instructions on behalf of the Council.
5. Delegation of decisions to the clerk for urgent business is a necessity to ensure the smooth running of the Council. The following procedure shall apply:
 - (a) Where no meeting of the Council can be scheduled within the necessary timescale to enable a decision concerning an urgent matter to be taken, the Clerk may, in consultation with the Chair of the Council, determine that urgent matter.
 - (b) The Clerk shall provide the necessary information to all Councillors about any decision to be taken and Councillors will be able to express a view to the Clerk by email.
 - (c) Decisions taken shall be reported to Councillors by email and will be reported to the next meeting of the Council so that they can be recorded in the minutes.
6. This scheme of delegation is subject to being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations

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