



Serving the community

Blaby Parish Council

POWERS/FUNCTIONS DELEGATED TO COMMITTEES AND THE COUNCIL'S PROPER OFFICER

Quorum of Committees:

Planning	3
Estates & Community	3
Staff, Policy & Finance	3

If councillors are present in the audience and the quorum is incomplete, these councillors are also approved to sit on the Committee.

Each Committee should have a minimum of 6 members including Chairman & Vice-Chairman as Ex-officio but no maximum.

POWERS AND FUNCTIONS DELEGATED TO COMMITTEES Standing Order 15

1. PLANNING COMMITTEE:

6 Members (Plus Chairman/Vice-Chairman as Ex-Officio)

1. All financial transactions to be approved in retrospect by Council.
2. Minutes are to be recorded by the Manager for approval by Council.

To have delegated power to:-

1. Meet **monthly** on the **2nd Tuesday at 7pm**.
2. Deal with routine correspondence which falls within the remit of the Committee.
3. Make observations on behalf of the Council on planning applications.
4. Request Chairman of Council to call a Public Meeting when a Planning Application or Planning Matter of serious public interest is received.
5. Have authority to call in an expert on any matter.
6. Spend its own budget.
7. Precept (Budget) proposals.
8. Investigate any matter referred to the Committee by Council.

Make Recommendation to Council on: -

1. Expenditure of Earmarked Reserves.

2. ESTATES & COMMUNITY COMMITTEE:

6 Members (Plus Chairman/Vice Chairman as Ex-Officio)

1. All financial transactions to be approved in retrospect by Council.
2. Minutes are to be recorded by the Manager for approval by Council.

To have delegated power to:-

1. Meet most **months** on **4th Tuesday at 7:00pm**
2. Deal with routine correspondence which falls within the remit of the Committee.
3. Set fees to be charged for burials, allotments, amenities and sporting facilities.
4. Set conditions of contracts/leases for allotments (Trinity College, Cambridge) and sporting facilities.
5. Approve work by appointed contractors.
6. Agree the improvement of Village amenities and locally determined schemes and apply for grant aid to appropriate bodies in this respect.

7. Organise the detail of Village events and promote/publicise events on behalf of the Council.
8. Appoint delegates to represent the Council at conferences etc. on behalf of the Council.
9. Investigate any matter referred to the Committee by Council.
10. Spend its own budget.
11. Precept (budget) proposals.

Make Recommendation to Council on: -

1. Expenditure outside the Committee's budgets on any item.
2. Expenditure of Earmarked Reserves.

3. STAFF, POLICY & FINANCE COMMITTEE:

6 Members (Plus Chairman/Vice-Chairman as Ex-Officio)

1. All financial transactions to be approved in retrospect by Council.
2. Minutes are to be recorded by the Manager for approval by Council.

To have delegated power to:-

1. Meet **quarterly** on the **3rd Tuesday at 7:00pm**, or whenever necessary.
2. Deal with routine correspondence which falls within the remit of the Committee.
3. Deal with all matters relating to employees' pay and conditions of working (June-August).
4. Make every attempt to resolve staffing issues.
5. Consult with our appointed Human Resources Consultant as required on staffing matters.
6. The Staff, Policy & Finance Chairman, Staff, Policy & Finance Vice-Chairman & the Manager begin the recruitment process for new/replacement staff.
7. Staff appointments on recommendation from the Staff, Policy & Finance Chairman, Staff, Policy & Finance Vice-Chairman & the Manager.
8. Consider matters relating to the Council buildings.
9. Review & Renew Council Insurance.
10. Monitor the effectiveness of the Council's Policies.
11. Consider the costings of contracts (i.e. agency work done on behalf of other bodies).
12. Research updates and changes in government initiatives, best practice etc. especially in the field of the Quality Council initiative.
13. Approve Grants from other bodies.
14. Spend its own budget.
15. Precept (budget) proposals.
16. Investigate any matter referred to the Committee by Council.

Make Recommendation to Council on: -

1. On loans to other bodies.
2. Expenditure of Earmarked Reserves.

4.WORKING PARTIES:

No set requirement for members (Do require a Chairman)

1. All financial transactions to be approved in retrospect by council
2. Notes are to be recorded for approval by Council.

To have delegated power to:-

1. Meet when required.
2. Deal with routine correspondence which falls within the remit of the Working Party.
3. Notes of the meeting to be submitted to either the Estates & Community committee or Full Council for final approval.
4. Precept (Budget) proposals.
5. Investigate any matter referred to the Working Party by either the Committee or Full Council.

Make Recommendation to Council on: -

1. Expenditure of Earmarked Reserves.

POWERS DELEGATED TO THE PROPER OFFICER
Standing Order No.3

1. To act immediately in any situation where immediate emergency action is necessary; in consultation with the Chairmen of the Council and two Committee Chairmen or Vice-Chairmen.
2. As appointed Safety Officer to be responsible for the overall implementation of the Council's Safety Policy.
3. To advise the Council on all matters relating to Health, Safety and Welfare.
4. To report to the Council any matter relating to Health, Safety and Welfare which is unsatisfactory and/or requires remedial action.
5. To be responsible for,
 - a) collating accident reports;
 - b) organising training in safety matters for existing staff and all new entrants;
 - c) arranging comprehensive risk assessments throughout the Council's organisation.
6. To maintain Burial and Purchase Registers of Exclusive Rights of Burial.
7. To deal with applications;
 - a) for funerals;
 - b) for the erection and placement of memorials;
8. To manage the tenancies of the allotments, in line with Council Policy.
9. To advise the Council's insurers of the addition of items, or changes to the policy for cover.
10. To purchase items necessary for the undertaking of Council functions within the provision of the annual estimates.
11. To enforce the terms of any agreement, contract or lease to which the Council is a party.
12. To ensure that works of general maintenance to Council property are carried out.
13. To re-appoint members of staff working less than 10 hours per week.
14. The allocation and letting of parks and sporting facilities.
15. Investigate new legislation affecting the Committee.
16. Seek Advice regarding potential risks to the Council from the Leicestershire & Rutland Association of Local Councils or its Business Support Helpline and/or the Council's Solicitor.
17. Carry out inspections of the Parish and report back to Committee.
18. To decide if and when sporting facilities on Parks may not be used (authorised by the Chairman or Vice-Chairman and two Committee Chairmen).
19. Arrange for the proper maintenance of all sites/planted areas.
20. Arrange for the planting of shrubs, trees, plants etc. on suitable sites to add to the enhancement of the village as per schemes agreed by the Council.
21. In the event of the Planning Committee being Inquorate the Manager has delegated authority to confer with two Council Members to make observations on any outstanding Planning Applications on behalf of the Council.
22. Agree funding for any projects/items/services that cost less than £250 and are necessary for the effective functioning of council business. All spending of £250 or less during the preceding month will be included as a separate section on the authorisation of accounts sheet.
23. Permitted to make decisions about training courses for all staff to attend, subject to the maximum budget of £1,000 per year.

Adopted by Blaby Parish Council 10th May 2011
Revised & Updated Yearly - Re-viewed November 2019