

Bradpole Parish Council
COVID-19 Scheme of
Delegation

Policy

This temporary policy applies to Parish Councillors and the Clerk.

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made to enable the Council to fulfil its responsibilities to its residents and in order to comply with a commercial or statutory deadline.

The Clerk will firstly discuss the matter with the Chairman.

Any decision will require at least two members to be consulted, including the Chairman.

Where possible members will be consulted by electronic means or telephone.

While the Parish Council creates, implements, monitors and reviews this policy, the Clerk is also responsible for implementing its requirements.

Decisions that may be taken outside of Parish Council Meetings will not require a deviation from policy decisions taken by the Parish Council and should not place any aspect of the Parish Council at considerable risk.

The Clerk will not seek to influence a decision from the Chairman or the other Parish Councillors but shall put the issues clearly and succinctly so as not to prejudice any decision being made.

The Chairman may decide to call an Extraordinary Meeting if required to make a decision.

In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out.

The Clerk will firstly discuss the matter with the Chairman.

Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3000.

The Clerk will report to the Council as soon as practicable thereafter.

Any decisions made under this delegation must be recorded in writing, in line with Data Retention Policy, and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the COVID-19 outbreak has ended or at such time as the UK Government introduces alternative arrangements for Town & Parish Councils.

Adopted by Bradpole Parish Council

Signed Cllr C. Baker

Dated 23rd March 2020