

Scheme of Delegation for Iwerne Courtney & Stepleton Parish Council for COVID-19 With Proposed Amendment of Standing Orders July 2015

The Parish Council recognises that urgent decisions may arise between scheduled meetings and therefore have defined this policy to ensure that the Parish Council is managed effectively.

This policy applies to Parish Councillors and the Parish Clerk.

1. While the Parish Council creates, implements, monitors and reviews this policy, the Clerk is also responsible for implementing its requirements.
2. Records Minutes of decisions will be retained in line with the Data Retention Policy
3. The Parish Council agrees to arrangements being established to deal with any urgent business arising between meetings where they could not be: -
 - a. Foreseen at the preceding meeting
 - b. Arise out of request for further information
 - c. Are time sensitive
 - d. Are outside the general or specific authority delegated to the Clerk
4. Any decision will require at least three members to be consulted, including the Chairman.
5. 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.
6. The Clerk will firstly discuss the matter with the Chairman.
7. The Chairman will make contact a minimum of two other Parish Councillors.
8. 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.
9. The Clerk shall only inform the Parish Council of the outcome once the Chairman has relayed the outcome of their deliberations to the members, with a majority decision being acceptable of two members.
10. The Chairman may decide to call an Extraordinary Meeting if required to make a decision.

11. Any decision taken must be reported to the Parish Council at their next meeting and the decision formally ratified.

Schemes and changes to Standing Orders

A meeting of a quorate council took place 18 March 2020 to resolve to accept a new policy (Scheme of Delegation) and a change to Iwerne Courtney & Stepleton Parish Council Standing Orders (July 2015). DAPTC & Clerk emails dated 18 March 2020 and LTN No.5 refer.

In response to the COVID-19 outbreak in the UK and in order to comply with a commercial of statutory deadline the Clerk will firstly discuss matters for the Parish Council with the Chairman, who will make contact with two councillors to determine any necessary action.

The National Association of Local Councils (NALC) have advised that in this unprecedented time, agreements for a Parish Council to adopt a new scheme of delegation and amend Standing Orders can be done as long as there is consultation between the clerk and councillors and that the resolution is agreed retrospectively at the next full meeting of the council.

LK 18 March 2020
Parish Clerk
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