

### **Scheme of Delegation – COVID 19**

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

#### **This policy applies to the Ferndown Town Council Councillors and the Clerk.**

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

All decisions taken will be retained and minuted in-line with the Data Retention Policy

The Town Council agrees to arrangements being established to deal with any urgent business arising between meetings where they could not be: -

- Foreseen at the preceding meeting
- Arise out of request for further information
- Are time sensitive
- Are outside the general or specific authority delegated to the Clerk.

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

Decisions that may be taken outside of Town Council meetings will not require a deviation from existing policies and should not place an aspect of the Town Council at considerable risk

The Clerk will firstly discuss the matter with the Chairman.

The Chairman will make contact with a minimum of two other Town Councillors.

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

The Clerk shall only inform the Town 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.

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

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