**Agenda item 11. – delegating powers**

**Note from the clerk.**

A recent training course "Communicating with Your Community" was booked directly through OALC's training provider without prior Council approval or Clerk authorisation, resulting in invoice #5202 for £42.00. This highlighted a procedural gap where urgent training opportunities may be missed due to meeting schedules, while also identifying a need to maintain proper controls over bookings and expenditure.

**Training Delegation - Proposal**

The Clerk shall have delegated authority for councillor and staff training specifically in circumstances where the training opportunity would be lost if waited until the next scheduled Council meeting. This delegation applies as follows:

1. To approve and book time-sensitive training courses within the agreed annual training budget, subject to:
* The training date falling before the next scheduled Council meeting
* Individual course costs not exceeding £200.00
* Sufficient budget remaining within the annual training allocation
* Training being relevant to the councillor's or staff member's role
* The reason for urgency being documented
1. All non-urgent training requests must be brought to Council for approval in the normal way.
2. To maintain a record of all training undertaken and provide quarterly reports to Council detailing:

 - Training completed

 - Costs incurred

 - Remaining training budget

 - Planned future training

 - Instances where delegated authority was used and the justification

1. To prepare and manage the annual training plan and budget for Council approval
2. To identify and recommend essential training requirements for councillors and staff
3. Limitations and Controls

 All training requests must be submitted to the Clerk in writing with:

 - The nature of the training

 - The benefit to the Council

 - Why the training cannot wait until the next Council meeting

 - The cost and date of the training

1. Training exceeding £200.00 per course must receive prior Council approval regardless of timing.
2. Emergency training requirements outside these parameters must be approved by the Chairman and reported to the next Council meeting.
3. Training not included in the agreed annual plan must demonstrate clear benefit to the Council.
4. Online booking of training by individual councillors is not permitted without prior Clerk approval.
5. The Clerk must consult with the Chairman (or Vice Chairman in the Chairman's absence) before exercising this delegated authority.

The above delegations shall be exercised in accordance with:

- The Council's Standing Orders and Financial Regulations

- The approved training budget

- Any other relevant policies and procedures of the Council.

All decisions made under this delegation shall be reported to the next Council meeting with a written explanation of why the authority was exercised.