

## Protocol for a delegated decision from Parish Council to the Clerk

The protocol is designed to protect the interests of both the Clerk and the Council in this situation. For a delegated decision to be valid these guidelines must be followed by all parties.

- The Clerk must explain in the e-mail to council requesting a decision the reason for the need for a delegated decision in advance of the next council meeting eg Planning Application deadline is before the next PC meeting. The e-mail must set a deadline for councillors to reply
- The Clerk will send the information referring to the Planning Application or any other matter and the reason to all councillors in the same e-mail
- Councillors must use the 'Reply to All' facility so that all councillors are aware of the response
- The response should include reasons for the decision taken by the councillor to assist the Clerk in writing the official Council response
- At least four councillors must reply for a decision to be made – NB this is the same figure for a quorum as for a formal meeting of PC
- A clear majority decision is required as no casting vote shall be used in the event of a 2-2 or 3-3 split.
- In the case of either a split decision or fewer than four councillors responding within the deadline then the Clerk shall reply with a 'No Comment' response
- This protocol shall be reviewed annually

Michelle Wroth  
Clerk and RFO Docking Parish Council  
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