

Barnt Green Parish Council

Scheme of Delegation to the Clerk reviewed 07/06/2017

Notes

1. Standing Orders were adopted November 2013 (and amended November 2014); this scheme is in addition to Standing Order no. 15b (see p3 below).
2. Local Councils may delegate decisions to a committee or a paid officer.
3. No parish councillor may act independently; all parish council actions must be by way of the full council, a committee or the clerk.
4. Delegation for urgent business is a necessity in this fast changing age.
5. The Parish Council's Standing Orders & Financial Regulations are based on the NALC models.
6. The Executive Officer, as the council's 'Proper Officer', is also the council's Responsible Financial Officer (RFO).
7. The Executive Officer is the only paid officer; there is no other specifically identified individual who can be delegated to act on their behalf in their absence or in the event that the Executive Officer is an interested party.
8. **This scheme of delegation is not comprehensive and is subject to being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations.**

Service area	Function
Audit	To maintain a continuous internal audit that is to be available for members to review on a quarterly basis.
Communications	To deal with all press and public relations on behalf of the council (see also ICT below).
Contractors	To liaise with, and be the first point of contact for, all contractors appointed by the parish council including the Parish Lengthsman.
Decisions	To take all necessary action, including signing any document, necessary to give effect to any decision of the council and its scheme of delegation.
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option.
Emergency planning	<ol style="list-style-type: none"> 1. To lead the Council's response in the case of a local major emergency in consultation with and/or under the direction of the Emergency Planning Officers of the county & district councils. 2. To report to council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency
Finance	<ol style="list-style-type: none"> 1. If required, and dependent on banking arrangements, to manage timely transfer of funds between the council's bank accounts in order to maintain adequate cash-flow and in accordance with the council's investment policy. 2. To maintain adequate insurance cover for the council's activities and assets. 3. To act as Responsible Finance Officer for the purposes of the Accounts & Audit Regulations. 4. To present accounts for payment following Council sanction. 5. To provide a draft budget to the council for the forthcoming year and forecast for future years. 6. Other delegations in accordance with financial regulations.
Data Protection and Freedom of Information	<ol style="list-style-type: none"> 1. To have overall responsibility for the council's publication scheme 2. To be responsible for applying the requirements of the Freedom of Information Act and Data Protection Act.

Service area	Function
Health, safety and wellbeing	<ol style="list-style-type: none"> 1. To arrange for and keep the council's schedule of risk assessments up to date 2. To take all necessary action to implement actions identified to mitigate risks in the workplace and on council property 3. To be the responsible officer for all safety purposes prescribed by law
Information and Communications Technology	<ol style="list-style-type: none"> 1. To be responsible for the provision and management of information and communication technology provided throughout the council. 2. To report on need for replacement of out-dated equipment and the purchase of new equipment. 3. To be responsible for the council's website and any other online presence.
Land and property	<ol style="list-style-type: none"> 1. To purchase necessary goods and supplies 2. To maintain the Council's offices and property 3. To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible 4. To consult on planting schemes for the various open areas for which the Council is responsible
Meetings	To arrange and call meetings of the council and its committees as and when expedient in consultation with the council's Chairman.
Proper Officer	To act as Proper Officer for the purposes set out in Standing Orders and for all other purposes prescribed by law.
Staff	There are no other members of staff for whom the Clerk is responsible.
Standing Orders	<ol style="list-style-type: none"> 1. To adhere to the Standing Orders of the council. 2. Arrange for biennial review.
Urgent business	<ol style="list-style-type: none"> 1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the council's Chairman 2. In the absence of the clerk or in the event that the clerk is an interested party, s/he will be substituted by an appropriate substitute from outside the parish council, ideally a clerk from within Bromsgrove district 3. In the absence of the council's chairman, or in the event that the council's chairman is an interested party, s/he will be substituted by the vice chairman. 4. Decisions made under this delegation will be reported to and minuted at the next council meeting. 5. Under this delegation, where appropriate, the clerk may conclude that an extraordinary meeting of the council be called to deal with the urgent matter.

Scheme adopted 12/05/2016
Review date 07/06/2017
Next review date: May 2018

Signed:.....
Barnt Green Parish Council Chairman

Standing Order 15(b)

The Proper Officer shall:

at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.

- i. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);** *See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 2 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. facilitate inspection of the minute book by local government electors;
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- ix. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- x. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xi. arrange for legal deeds to be executed;
See also standing order 22 below.
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiii. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman (if any) of the Neighbourhood, Planning and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
- xv. manage access to information about the council via the publication scheme; and retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.