Chadwick End Parish Council

Scheme of Delegation for Clerk

Notes

1. No parish councillor may act independently; all parish council actions must be by way of the full council or the clerk.
2. Delegation for urgent business is a necessity and is included below.
3. The Parish Council's Standing Orders and Financial Regulations are based on NALC models.
4. The Clerk, as the council's 'Proper Officer', is also the council's Responsible Financial Officer (RFO).
5. Due to the size of Chadwick End Parish Council the Clerk is the only paid officer; The Chair has been specifically identified as an individual who can be delegated to act on the Clerk's behalf in their absence or in the event that the Clerk is an interested party.
6. 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 monthly basis.
Communications	Delegated to Cllr Davies
Consultations	To notify the Council of all planning application consultations received. In the event that the PC cannot meet before the comments due date for a planning application the Clerk, in consultation with Cllrs, will make the decision.
Contractors	To liaise with, and be the first point of contact for, all contractors appointed by the parish council.
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 Plan	To report to council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency

Finance	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.
Service area	**Function**
Data Protection and Freedom of Information	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, Data Protection Act and General Data Protection Regulation.
Health, safety and wellbeing Village Hall	. 1. Cllrs Warmington & Davies 2. Cllrs Taylor & Mathison
Information and Communications Technology	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	1. To purchase necessary goods and supplies 2. To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible 3. 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, committees and working groups as and when expedient in consultation with the council's Chair.
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	1. To adhere to the Standing Orders of the council. 2. Arrange for biennial review.
Urgent business	1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the council's Chair 2. In the absence of the clerk or in the event that the clerk is an interested party, she will be substituted by an appropriate substitute from outside the parish council, ideally a clerk from within the same district or The Chair 3. In the absence of the council's Chair, or in the event that the council's Chair is an interested party, she will be substituted by the vice Chair. 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.