

**Long Itchington Parish Council
Scheme of Delegation to the Proper Officer**

Notes

1. No parish councillor may act independently; all the council's actions must be authorised by way of the full council, a committee or the Proper Officer. The council may delegate decisions to a committee, to a paid officer or to another local authority.
2. Delegation for urgent business is a necessity in this fast-changing age.
3. The setting up of committees helps to reduce the time taken at full council meetings and supports improved member involvement.
4. The Proper Officer is also the council's Responsible Financial Officer (RFO).
5. The Proper 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 when the Proper Officer is an interested party.
6. **This scheme of delegation to the Proper Officer and Standing Committees is not exhaustive and is subject to being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations.**

Scheme of Delegation to the Proper Officer	
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.
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. Working with the Finance Committee, 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 / General Data Protection Regulation.

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, Facebook page 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	To be the responsible Line Manager for the Community Centre Caretakers and Village Handyman.
Standing Orders	<ol style="list-style-type: none"> 1. To adhere to the Standing Orders of the council. 2. Arrange for an annual review.
Urgent business	<ol style="list-style-type: none"> 1. Urgent decisions required between scheduled meetings are delegated to the Proper Officer in consultation with the council's Chairman 2. In the absence of the Proper Officer or in the event that they are an interested party, they will be substituted by an appropriate substitute from outside the parish council, ideally a clerk from within the Stratford district 3. In the absence of the council's chairman, or in the event that the council's chairman is an interested party, they 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 Proper Officer may conclude that an extraordinary meeting of the council be called to deal with the urgent matter.

Date Reviewed and Accepted: 4th March 2020