

Scheme of Delegation to the Proper Officer Long Itchington Parish Council



Notes as per the Clerk:

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 Committee is not exhaustive 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 work with the Chair and Vice-chair in responding to all press and public relations issues. To advise on online communications which is delegated to the Communications team and Diary editor
Contractors	To liaise with, and on most occasions be the first point of contact, for all contractors appointed by the Parish Council. In liaison with any specific lead councillor working on a particular project
Decisions	To take all necessary action, including the signing of documentation, necessary to give effect to any decision of the Council.
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 on necessary actions, including statutory notices, electoral arrangements and co-option.
Emergency Planning	1)To work with appropriate councillors in formulating the Council's response in the case of a local major emergency; and where appropriate with and/or under the direction of Emergency Planning Officers of the county and 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.

	3) In cases of incidents requiring immediate, urgent action and when the Proper Officer is not available the Council to write an agreed plan identifying key decision-makers.
Finance	<p>1) If required, and dependent on banking arrangements, to manage the 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.</p> <p>2) To maintain adequate insurance cover for the council's activities and assets.</p> <p>3) To act as Responsible Finance Officer for the purposes of the Accounts & Audit Regulations.</p> <p>4) To present accounts for payment following Council sanction.</p> <p>5) Working with the Finance Group, to provide a draft budget to the council for the forthcoming year and forecast for future years.</p> <p>6) Other delegations in accordance with financial regulations.</p>
Data Protection and Freedom of Information	<p>1) To have overall responsibility for the Council's Publication scheme</p> <p>2) To be responsible for applying the requirements of the Freedom of Information Act and Data Protection Act /GDPR</p>
Health Safety and Well-being	<p>1) To arrange for and keep the council's schedule of risk assessments up to date</p> <p>2) To take all necessary action to implement actions identified to mitigate risks in the workplace and on council property</p> <p>3) To be the responsible officer for all safety purposes prescribed by law</p>
Information & Communications Technology	<p>1) To be responsible for effective ICT in order to carry out the business of the Council.</p> <p>2) To report on the need for replacement equipment as required.</p>
Land & property	<p>1. To purchase necessary goods and supplies</p> <p>2. To maintain the Council's offices and property</p> <p>3. To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible</p> <p>4. To consult on planting schemes for the various open areas for which the Council is responsible.</p>
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.
Planning	Where the Planning Committee cannot meet the Proper Officer to prepare and submit comments to Planning Applications where the Council's agreed stance is known. And ensure the comments are reported and recorded in the minutes of the next parish council meeting.

PC Employees	<p>1) To be the responsible line manager for the village handyman/men.</p> <p>2) In conjunction with the CCMC, to be the responsible line manager for the Community Centre caretakers.</p>
Standing Orders	<ol style="list-style-type: none"> 1. To adhere to the Standing Orders of the council and 2. Arrange for an annual review.
Urgent Business Copied as written	<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 Chair/Vice-Chair 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 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.

Agreed on March 20th, 2020