

WADEBRIDGE TOWN COUNCIL

Delegation to the Clerk

Notes

1. Parish and Town Councils may delegate decisions to a committee or a paid officer. Councils should have terms of reference for each committee and officer, detailing the scope of the delegation, for inclusion in a Scheme of Delegation.
2. Delegation for urgent business is a necessity in this fast changing age and is included in the chart below for completeness.
3. NALC model standing orders and financial regulations are well tested and recommended.
4. The clerk, the council's Proper Officer, may also be the Responsible Financial Officer (RFO).
5. As Head of Paid Service, the clerk will determine which paid officer will be delegated to act on the clerk's or RFO's behalf in his/her absence or in the event that the clerk/RFO is an interested party.

Service area	Function	Officer
Audit	To maintain a continuous internal audit	Clerk / RFO
Burials	To manage the allocation of Burial space in the cemetery and the issue of Grants of Inclusive Rights	Clerk
Car Parks	<ol style="list-style-type: none"> 1. To manage the administration of the Car parking policy 2. To cancel car parking enforcement procedures in cases as outlines in this policy 3. To manage the collection of car parking monies in the most effective and risk safe manner 4. To instigate and appear in any legal proceedings authorised by the Council 	Clerk
Communications	To deal with all press and public relations on behalf of the council liaising with Communications Committee & Mayor/Deputy mayor as appropriate	Clerk
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.	Clerk
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 him/her regarding statutory notices and co-option in the absence of a by-election	Clerk
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 	Clerk
Finance	<ol style="list-style-type: none"> 1. To arrange 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 RFO for the purposes of the Accounts & Audit Regulations. 4. To authorise the payments of accounts. 5. To provide a draft budget to the council for the forthcoming year and forecast for future years. 6. To carry out virements of sums between cost centres in accordance with Financial Regulations 	Clerk/RFO

	7. Other delegations in accordance with financial regulations.	
Freedom of Information & Data Protection	<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. 	Clerk
Health, safety & 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 	Clerk
ICT	<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 	Clerk
Land & property	<ol style="list-style-type: none"> 1. To manage the purchase necessary goods & supplies 2. To manage the maintenance of the Council's offices and property 3. To manage the grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible 4. To manage the planting schemes for the various open areas for which the Council is responsible 5. To manage the process to ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice 6. To manage the maintenance and repair of the Council's motor vehicles, plant and equipment using the Repairs & maintenance budget and reporting back to Council as appropriate. 7. To manage the maintenance and update of the Council's asset register 8. To agree the terms of any lease, license, conveyance or transfer in liaison with the appropriate Chair. 9. To grant or refuse Council's consent under the terms of any lease. 	Clerk
Lettings	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate	Clerk
Meetings	To arrange and call meetings of the council, committees & working groups as and when expedient in consultation with the relevant chairman	
Proper Officer	To act as Proper Officer for the purposes set out in Standing Orders and for all other purposes prescribed by law	Clerk
Staffing	<ol style="list-style-type: none"> 1. To undertake the duties of Head of Paid Service and line manager for staff 2. To direct the work of employees with the power to discipline employees. 3. To implement national pay awards and conditions of service according to employment contracts in liaison with the Staffing Committee 4. To pay staff expenses and allowances within employment contracts 5. To administer the staffing establishment in liaison with the Staffing Committee 6. To carry out staff appraisals in liaison with the staffing committee 7. To engage temporary or seasonal workers and determine their wages and conditions of service in liaison with the staffing committee 8. To decide arrangements for the closure of Council offices in the Xmas/new year period in consultation with the Mayor. 	Clerk

Standing Orders	1. As laid down in model SO 5	Clerk
Urgent business	<ol style="list-style-type: none"> 1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the Chairman and Vice Chairman 2. In the absence of the Clerk or in the event that the Clerk is an interested party, she/he will be substituted by the member of staff whose responsibility is to substitute for the Clerk. 3. In the absence of the Chairman and Vice Chairman , or in the event that the Chairman or Vice Chairman is an interested party, she/he will be substituted by two Councillors 4. Decisions made under this delegation will be reported to and minuted at the next Council meeting or relevant Committee meeting 5. Under this delegation, where appropriate, the Clerk may conclude that a meeting of the Council or relevant Committee be called to deal with the urgent matter. 	Clerk

13 November 2013