

# Frankton Parish Council

## Scheme of Delegation to the Proper Officer

### Notes

1. No Parish councillor may act independently; all the Parish Council's actions must be authorised by way of the full council, a committee or the Proper Officer. The Parish 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
<b>Audit</b>	To maintain a continuous internal audit that is to be available for members to review on a bi-annual basis.
<b>Communications</b>	To deal with all press and public relations on behalf of the Parish Council (see also ICT below).
<b>Contractors</b>	To liaise with, and be the first point of contact for, all contractors appointed by the Parish Council. The lead councillor for a specific job or chairman should also be kept informed and/or invited to attend site meetings.
<b>Decisions</b>	To take all necessary action, including signing any document, necessary to give effect to any decision of the council and its scheme of delegation.
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Parish Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option.
<b>Emergency planning</b>	<ol style="list-style-type: none"> <li>1. To lead the Council's response in the case of a local major emergency in consultation with and under the direction of the Emergency Planning Officers of Warwickshire County Council and/or Rugby Borough Council. The Chairman or member of the Emergency Planning Group should be kept informed.</li> <li>2. To report to council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency</li> </ol>
<b>Finance</b>	<ol style="list-style-type: none"> <li>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 Parish Council's investment policy.</li> <li>2. To maintain adequate insurance cover for the council's activities and assets.</li> <li>3. To act as Responsible Finance Officer for the purposes of the Accounts &amp; Audit Regulations.</li> <li>4. To provide a draft budget to the Parish Council for the forthcoming year and update the current year's budget document.</li> <li>5. Other delegations in accordance with financial regulations.</li> </ol>

	6. To engage in contracts with one supplier with an annual value of less than £2500.
<b>Data Protection and Freedom of Information</b>	To be responsible for applying the requirements of the Freedom of Information Act and Data Protection Act / General Data Protection Regulation.
<b>Information and Communications Technology</b>	<ol style="list-style-type: none"> <li>1. To report on need for replacement of out-dated equipment and the purchase of new equipment in order to carry out the Parish Council's business.</li> <li>2. To be responsible for the Parish Council's website</li> <li>3. To be responsible for the Parish Council's noticeboard</li> </ol>
<b>Land and property</b>	<ol style="list-style-type: none"> <li>1. To purchase necessary goods and supplies</li> <li>2. To maintain the Parish Council's property</li> <li>3. The Clerk has delegated powers to make any payments required to make good any items on the asset register below the value of £2500 (e.g. bins, benches etc).</li> </ol>
<b>Meetings</b>	To arrange and call meetings of the Parish Council and its committees and prepare the appropriate documentation.
<b>Proper Officer</b>	To act as Proper Officer for the purposes set out in Standing Orders and for all other purposes prescribed by law.
<b>Standing Orders</b>	<ol style="list-style-type: none"> <li>1. To adhere to the Standing Orders of the Parish Council.</li> <li>2. Arrange for an annual review.</li> </ol>
<b>Urgent business</b>	<ol style="list-style-type: none"> <li>1. Urgent decisions required between scheduled meetings are delegated to the Proper Officer in consultation with the Parish Council's Chairman and or/Vice Chairman</li> <li>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 Rugby Borough Council or a WALC advisor.</li> <li>3. Decisions made under this delegation will be reported to and minuted at the next Parish Council meeting.</li> <li>4. Under this delegation, where appropriate, the Proper Officer may conclude that an extraordinary meeting of the Parish Council be called to deal with the urgent matter.</li> </ol>