



DELEGATIONS TO EMPLOYEES

First Adopted By Full Council:	2015 May	Item	2015/20.4
Last Approved Review Date:	2022 Sept	Item	23FC097
Next Review Date:	2023 Mar	Item	

General

1. The Clerk and Deputy Clerk shall be the proper officer for all proper officer functions.
2. The Clerk or Deputy Clerk shall arrange and call meetings of the Council, its committees and sub-committees in consultation with the relevant Chair.
3. The Clerk or Deputy Clerk shall carry out and implement any Council, committee or sub-committee decision.
4. The Clerk or Deputy Clerk shall deal with day to day matters in relation to:
 - i) the allotments function, including the allocation of allotments, in accordance with the policies and decisions of the Full Council.
 - ii) the Burial Grounds, including the allocation of plots, in accordance with the policies and decisions of the Full Council.
5. The Clerk may authorise day to day expenditure in relation to the office, ie maintaining stationery stocks, minor equipment purchases etc
6. The Clerk and Deputy Clerk have authority to respond appropriately to correspondence received which does not fall within the Council's remit.
7. The Clerk shall undertake proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation to the Council.
8. The Clerk shall decide arrangements for the closure of the Council offices in the Christmas/New Year period subject to consultation with the Chairman.
9. The Clerk shall act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
10. The Clerk may take urgent decisions on behalf of the Council in consultation with the Chair and/or another member(s). The Clerk shall report the action to the Council as soon as practicable thereafter. In the absence of the Clerk due to holidays or sickness, this delegation shall pass to the Deputy Clerk.

Financial

11. The Clerk may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement, or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit as set out in the current adopted Financial Regulations. The Clerk shall report the action to the Council as soon as practicable thereafter. In the absence of the Clerk due to holidays or sickness, this delegation shall pass to the Deputy Clerk.
12. The Clerk and Deputy Clerk may authorise works by the Grass Cutting Contractor subject to a limit as set out in the current adopted Financial Regulations.
13. The Clerk and Deputy Clerk may authorise expenditure up to a maximum as set out in the current adopted Financial Regulations on odd job repairs using the Approved Contractors List

14. The Clerk shall carry out the duties in line with the job description of the RFO.
15. The Clerk shall carry out duties in accordance with the Financial Regulations of the Council, and Audit and Accounting Regulations.

Property

16. The Clerk shall accept bookings and hirings of premises and facilities operated by the Council (ie Parish Hall and Bury Orchard).
17. The Clerk and/or Deputy Clerk shall liaise with contractors for repairs and maintenance.

Staffing

18. The Clerk shall manage all employees of the Council and has the authority to control staff performance and discipline.
19. The Clerk shall make arrangements to pay salaries and wages to all employees of the Council.
20. The Clerk shall manage payment of expenses and allowances in accordance with the Council's scheme.
21. The Clerk shall arrange staff training when required.

Emergency Measures

In the event of any emergency where council meetings in person or virtually are impossible, all members of the Full Council will be contacted by the Clerk and asked to vote in favour of activating point 22 below.

22. The Parish Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

Planning applications

23. Harlington Parish Council Planning Policy in between meetings

If HPC are notified of a planning application that carries a response deadline that falls before the next scheduled meeting. The Clerk will request an extension. If the request is declined, the following process will be followed.

- 1) The Parish Clerk will circulate to Councillors by email information about all planning and licensing matters brought to the Parish Clerk's attention.
- 2) Councillors will assess the impact and importance of the planning application and decide between a) and b) below
 - a) Councillors feel the application necessitates a full council meeting; the Chairman instructs the Clerk to arrange for an Extra Ordinary Meeting.
OR
 - b) Councillors to look at all application and make a written recommendation to the clerk who will circulate a summary of the comments with the Clerks understanding of a suitable proposal.
 - c) Councillors will reply with their agreement or amendments. This process is repeated until a resolution is reached.
 - d) The resolution will be submitted to CBC as HPC's response.
 - e) If there is insufficient time for the above process to complete within the consultation process, the Parish Clerk will submit a response on behalf of the Parish Council in accordance with the wishes of the majority of Councillors expressing a view.
- f) All responses will be noted at the next available Council meeting without question.