**LLANDOUGH COMMUNITY COUNCIL**

**DELEGATION TO THE CLERK/RESPONSIBLE FINANCIAL OFFICER**

The following delegations are subject to them being implemented within the law, the Council’s Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

| **Service Area** | **Function** | **Officer** |
| --- | --- | --- |
| **Communications** | To deal with all press and public relations on behalf of the Council in consultation with the Chair and Vice-Chair. | Clerk |
| **Documents** | To sign documents on behalf of the Council where they have been approved by the Council | 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 or her regarding the conduct of elections. | Clerk |
| **Finance** | To administer the Council’s bank balances. | RFO |
| To maintain adequate insurance cover for the Council’s activities and property. | RFO |
| To act as the Responsible Financial Officer. | RFO |
| To write off outstanding debts in accordance with Financial Regulations. | RFO |
| Authorisation of routine expenditure within the agreed budget. | Clerk |
| Emergency expenditure up to £2000 outside of the agreed budget in consultation with the Chair and/or Vice-Chair. | Clerk |
| **Freedom of Information** | To have overall responsibility for the Council’s Freedom of Information Publication Scheme. | Clerk |
| **Governance** | To receive declarations of acceptance of office. | Clerk |
|  | To receive and record notices disclosing personal interests. | Clerk |
|  | To receive and retain plans and documents in accordance with the approved document retention scheme. | Clerk |
|  | Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Chair of the Council/appropriate Committee. | Clerk |
|  | Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees. | Clerk |
| **Information and Communication Technology** | To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget. | Clerk/RFO |
| **Land and Property** | To purchase necessary goods and supplies. | RFO |
| To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good aboricultural practice. | Clerk |
| **Lettings** | To authorise casual lettings allotment plots subject to payment in accordance with the approved scale of charges. | Clerk |
| **Proper Officer** | To act as the Council’s proper officer in accordance with the job description for the role. | Clerk |
| **Staffing** | To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions. | Clerk |
| To implement national pay awards and conditions of service once approved by the Council. | Clerk |
| Within the approved budget, to administer the staffing establishment and the national agreement on pay and conditions. | Clerk |
| Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff. | Clerk |

**Approved by the Council on 20 July 2023 – To be reviewed annually.**