

Delegations to the Executive Officer

The Clerk/Executive Officer shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972;

And is specifically authorised to:

- Receive declarations of acceptance office
- Receive Members' Registers of Interest
- Receive and grant Disclosable Pecuniary Interest dispensations
- Sign and serve on councillors a summons with an agenda to attend council and committee meetings
- Convene a meeting of the council if a casual vacancy occurs in the office of Chairman
- Sign notices and other documents on behalf of the Council.
- Receive and retain plan, notices and documents

In addition, the Executive Officer is authorised to undertake the day to day administration of the Council to include:

- monitoring and responsibility for all incoming and outgoing council correspondence;
- issuing press releases and statements to the press, subject to the provisions in the Council's Press and Media Policy
- managing all employees of the council. The Executive Officer has the authority to take disciplinary action excluding termination of employment under agreed procedures (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her);
- making arrangements to pay salaries and wages to all employees of the council (subject to the council's financial regulations);
- in the first instance, handling and acknowledging all complaints regarding the council (except where the complaint relates to the EO);
- arranging and calling meetings of the council, its committees and subcommittees in consultation with the relevant Chair;
- carrying out and implementing any council, committee or sub-committee decision;
- Managing information to ensure compliance with GDPR and in the first instance, handling all complaints or subject access requests;
- in the first instance, handling all requests for information under Freedom of Information Act 2000;
- Purchasing supplies for the Parish Office, the Key Centre and other facilities.

- Making arrangements for routine maintenance of Council facilities and arranging emergency repairs as necessary
- The Executive Officer may incur expenditure up to limit of £750 for routine matters and £1,000 for emergencies (subject to the financial regulations).
- Overseeing the procurement process and accepting quotations and tenders for supplies and services (subject to the council's financial regulations).
- Managing the council's financial affairs, its bank accounts and investments (subject to the council's financial regulations)
- Writing off bad debts up to a value of £250 (subject to financial regulations).

The Executive Officer may delegate any functions to the Events & Services Manager or the Key Centre Manager both of whom can deputise in her absence.