



LICKEY AND BLACKWELL PARISH COUNCIL

Scheme of Delegation to the Executive Officer (EO)

1. It is essential to delegate urgent business to EO in the present rapid changing times.
2. The EO is also the Responsible Financial Officer (RFO) for the council.
3. The EO is the only paid officer and there is no other individual who can be delegated to act on their behalf in their absence or when the EO is an interested party.

Service	Action
Audit	Maintains an internal audit, which is available for council members to review on a quarterly basis.
Contractors	To liaise with and be the first point of contact for all contractors by the Parish council (PC) including the Parish Lengthsman.
Communications	Deals with the press and public relations on behalf of the PC.
Decision making	Takes all necessary actions, including signing of any documents which are necessary to give effect to any decision of the council.
Elections	Notifies the Returning officer of all casual vacancies arising in the council as required by the statute and liaises with them regarding statutory notices, co-option and electoral arrangements.
Emergency Planning	<ol style="list-style-type: none"> a. Lead the council's response in the case of a local emergency in consultation with and/or under the direction of the Emergency planning officers of the district and county councils. b. To report to the council, issues concerning emergency planning to enable and facilitate an appropriate response in the event of such a local emergency.
Finance	<ol style="list-style-type: none"> a. To maintain adequate insurance cover for the council's assets and activities. b. To act as Responsible Finance Officer for the purposes of the Accounts and Audit Regulations. c. If necessary, and depending on banking arrangements, to manage timely transfer of funds between the council's bank accounts in order to maintain adequate cash-flow. d. Working with the Finance committee, to provide

	a draft budget to the council for the forthcoming year.
Freedom of Information and Data Protection	<ul style="list-style-type: none"> a. To be responsible for applying the requirements of General Data Protection Regulation/Freedom of Information Act & Data Protection Act. b. To have overall responsibility for the council's publication scheme.
Health, Safety & Wellbeing	<ul style="list-style-type: none"> a. To keep the council's schedule of risk assessment up to date. b. To be responsible officer for all safety purposes prescribed by the law. c. To take necessary action to implement actions identified to mitigate risks in the workplace and on council property.
Information and Communications	<ul style="list-style-type: none"> a. To be responsible for the provision and management of information and communication technology provided to the council. b. To be responsible for the council's website, Facebook page and any other online presence. c. To report on the need for replacement of out-dated equipment and the purchase of new equipment.
Land and Property	<ul style="list-style-type: none"> a. To maintain the Council's rented office. b. To purchase necessary goods and supplies. c. To consult with councillors, Bromsgrove District Council and Worcestershire County Council on planting schemes for the various open areas for which the council is responsible. d. To adjust grass cutting frequencies in relation to the maintenance of various open areas for which council is responsible.
Meetings	To arrange and call meetings of the council and its committees as and when necessary in consultation with the council's Chairman.
Proper officer	To act as Proper Officer for the purposes set out in Standing orders and for all other purposes prescribed by the law.
Standing Orders	<ul style="list-style-type: none"> a. To adhere to the Standing Orders of the council. b. Arrange for an annual review.
Urgent Business	<ul style="list-style-type: none"> a. Urgent decisions required between scheduled meetings are delegated to the Executive Officer (EO) in consultation with the council's Chairman. b. In the absence of the EO 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

	<p>within the Bromsgrove district.</p> <ul style="list-style-type: none">c. In the absence of the council's Chairman, or in the event the chairman is an interested party, they will be substituted by the vice-chairman.d. Decisions made under this delegation will be reported to and minuted at the next council meeting.e. Under this delegation, where appropriate, the EO may conclude that an extraordinary meeting of the council be called to deal with the urgent matter.
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Approved by Lickey and Blackwell Parish Council on 18th July 2022.

Review date July 2024.