

BAYTON PARISH COUNCIL
DELEGATION POLICY REVIEWED 27th JULY 2023

Urgent Decisions of Council

- 1) Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the chairman of the council.
- 2) Decisions made under this delegation will be reported to and minuted at the next council meeting.
- 3) Under this delegation, where appropriate, the clerk may decide, in consultation with the Chairman that an extraordinary meeting of the council be called to deal with the urgent matter.
Urgent payments can be paid by Clerk, to be reported to PC at next meeting. Invoices for payment to be circulated to Cllrs before payment made.

Planning Delegation to the Clerk

- 1) The council delegates decisions arising under development control consultations to the clerk in consultation with all Cllrs by email or in paper form.
- 2) Comments from Cllrs should be relayed back to the clerk for determination of the council's response within the prescribed consultation period. Final comments to be circulated to Cllrs before they are sent to Planning Officer.
- 3) Decisions made under delegation will be reported to and minuted at the next council meeting.
- 4) Under delegation to the clerk, and in particular with regard to controversial or major development proposals, the clerk in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter or that the matter be referred to the next council meeting, whichever is appropriate.

Staffing Working Party

1. General

- a) The Staffing Working Party will consist of at least three councillors appointed by council.
- b) The Working Party will be mindful:
 - i. of the legal framework for and good practice in employment matters.
 - ii. of the confidential nature of employer-employee matters.
 - iii. of the nationally negotiated model contract and terms and conditions for the employment of the clerk to the council.
 - iv. of the CALC model member-officer protocol.
 - v. that the clerk is the line manager for all other staff.

2. ALL Staffing matters to be presented to full council for approval.

The Staff Working Party will receive reports from the clerk and make recommendations to council regarding:

- a) Staffing & office requirements.
- b) Budget allocation.
- c) All policy issues relating to staff.
- d) Staff recruitment.
- e) Contracts of employment and all terms and conditions.
- f) Clerks Annual Review to be undertaken by Chairman and Vice Chairman of the council.
- g) Consider other staff reviews undertaken by the clerk.
- h) Consider annual salary awards.
- i) Consider matters arising from the application of the council's Disciplinary and Grievance Procedures and to make recommendations to full Council.
- j) Consider matters arising from the application of the council's Appeals Panel and to make recommendation to full Council.

STAFF WORKING PARTY – TBC

Grievance & Disciplinary – TBC

Appeal Grievance & Disciplinary – TCB

Lengthsman Co ordinator - Clerk is Line Manager

Bank Mandate –

Four Cllrs to be on mandate, Clerk to be on mandate for Administration purposes only, not to sign cheques