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**Working with the community for the community**

**OFFICER RESPONSIBILITY**

**& SUPPORT POLICY**

**INTRODUCTION**

This document is the written policy of Kempley Parish Council (the Council) regarding councillor Officer Responsibility and, where applicable, their support.

A Policy is not the same as the Standing Orders adopted by the Council.

This Policy was adopted or modified by the Council:

|  |  |  |
| --- | --- | --- |
| **Action** | **Date** | **Comment** |
| Adopted: | 06.11.18 | For review at the Annual Parish Council Meeting |
| Modified: | 18.07.2204.12.18 | revised and updatedList Updated, Cllr Brocklehurst & Snow Warden added |
|  | 04.06.18 | List Updated |

**Changes to this Policy**

We keep this Officer Responsibility and Support Policy under regular review and we will place any updates on our website [www.kempleyparishcouncil.org](http://www.kempleyparishcouncil.org).

**Contact Details**

Please contact us if there are any questions about this Policy at:

Kempley Parish Clerk

9 Willow Walk

Lea

Ross-on-Wye

HR9 7WE

Email: clerk@kempleyparishcouncil.org:

**OFFICER RESPONSIBILITY & SUPPORT POLICY**

1. **Principles:**

Kempley Parish Council (the Council) wants to provide effective support to the community, and to the Clerk, in order to carry out its duties and obligations efficiently. To do this the Council will normally:

* Select a councillor, or the Clerk, as “Officer Responsible” for a specific role;
* Where appropriate invite the relevant Officer Responsible to nominate a support person (or people) in the community to assist in that role;
* Ensure that all councillors and support persons involved are aware of their limitations, duties and obligations to the Council;
* Maintain a register of those involved including contact information, and
* Make that register available to the community.
1. **Policies Applicable:**
* Those involved will be subject to the Council’s Code of Conduct, Standing Orders, GDPR Policy, Health & Safety Policy, Complaints and Comments Policy and other relevant policies of the Council, and
* Unless there is an adopted Council Policy to the contrary for a specific role all councillors and persons involved:
	+ Shall not commit the Council to any decision, action, inaction, expense, contract, order, obligation, duty or undertaking without the approval of the Council at a Parish Council Meeting;
	+ Shall maintain adequate records and report activity within the relevant role sufficiently to inform the Council at appropriate times, and
	+ Shall ensure the Clerk is provided with a copy of all correspondence (both incoming and outgoing) for record purposes, and
	+ Shall limit their activities under this Policy to the relevant role set out in the Table to Appendix 1 below. Where there is doubt on such a matter the Officer Responsible shall seek clarification from the Council at a Parish Council Meeting;
* Unless there is an adopted Council Policy to the contrary relevant support persons shall not have voting rights, will undertake their role on a voluntary basis, and shall be unpaid, and
1. **The Council’s Procedure under this Policy:**

The Council will normally seek to:

1. Select and register a relevant councillor or the Clerk as Officer Responsible for a role listed in the Table to Appendix 1 below;
2. Where relevant invite an Officer Responsible to nominate support person(s) with relevant expertise to assist them in their role;
3. Provide nominated support persons with a copy of, and require them to abide by, the Council’s Code of Conduct, Standing Orders, GDPR Policy, Health & Safety Policy, Complaints and Comments Policy and this Policy;
4. Satisfy themselves that each nominated support person has accepted their nomination, such acceptance to include agreeing to be bound by this Policy and making appropriate declarations of interest;
5. Register support persons who have accepted their nomination;
6. Allow the Officer Responsible relevant to any role listed in the Table to Appendix 1 below to be correspondent and coordinator of opinion for the Council’s purposes and the point of contact for the community and for third parties provided that all verbal and outgoing written communications are in accordance with, and have relevant disclaimers regarding, section (2) above;
7. Where no Officer Responsible is named or selected for a role, either:
8. undertake that role jointly, or
9. nominate a councillor or the Clerk as the Officer Responsible for the purposes of a specific task

in accordance with 3(F), and

1. Publish this Policy on the Council’s website.
2. **Authority under this Policy:**

For the avoidance of doubt an Officer Responsible:

* and any support person for a relevant role shall be able to liaise coordinate and communicate regarding that role in accordance with 3(F) above;
* shall be able to use internal communications where appropriate to establish a majority of councillor’s opinion, and
* shall be able to communicate such majority opinion to the community and to third parties

without further authority from the Council but only in accordance with this Policy.

**Appendix 1**

| **Role** | **Officer Responsible** | **Support Person** |
| --- | --- | --- |
| **ADMINISTRATION** |  |  |
| Chairman | Martin Brocklehurst |  |
| Vice Chairman | Rob Howson |  |
| Lead Councillor for Finance | Stafford Cruse |  |
| Responsible Financial Officer | Clerk |  |
| Proper Officer | Clerk |  |
| Auditor (Internal) | GAPTC | Clerk |
| Policies & Procedures | Clerk |  |
| Code of Conduct | Chairman | Clerk |
| Freedom of Information Act | Clerk |  |
| Complaints & Comments | Chairman | Clerk |
| Data Protection/GDPR | Clerk |  |
| Equality Act 2010 | Clerk |  |
| Employment Law | Clerk |  |
| Health & Safety | Clerk |  |
| Standing Orders | Chairman | Clerk |
| Succession Planning | Chairman | Clerk |
|  |  |  |
| **ASSET MANAGMENT** |  |  |
| Asset Register | Clerk |  |
| Bus Shelters | Tom Jackson | Clerk |
| Defibrillators | Volunteer | Clerk |
| Flags & Flagpole | Liz Daykin (v) | Clerk |
| Notice Boards | Clerk | Clerk |
| Village Green & Trees Orders | Stafford Cruse | Clerk |
| Telephone Box iKiosk | Howell Rees (v) | Clerk |
| Memorial Stone (requires discussion) | Howell Rees (v) | Issue Licence |
| **COMMUNICATION** |  |  |
| Press and Media | Chairman | Clerk |
| Newsletter | Kim O’Rourke | Clerk |
| Website | Clerk | Kim O’Rourke |
| Social Media | Kim O’Rourke | Clerk |
|  |  |  |
| **PROJECTS** |  |  |
| Strategic Planning | Chairman | Clerk |
| Community Emergency Plan | Edward Lewis | Clerk |
| Snow & Flood  | Tom Jackson | Edward Lewis |
| Fundraising | Rob Howson | Clerk |
| Litter, Dumping & Dog Waste | Ricky Goodwin (v) | Lynette Greenway (v) |
| Recycling | Volunteer needed |  |
| Broadband Internet | Chairman | Jon Osmond (v) |
| Kempley Daffodil Weekend | Rob Howson | Volunteer |
| Climate Emergency | Chairman | Bob Earl (v) |
| Biodiversity & Verges | Stafford Cruse | Chris Bligh (v) |
|  |  |  |
| **ORGANIZATIONS** |  |  |
| Elizabeth Pyndar Charity\*1 | John Harper (V) |  |
| Forest of Dean Planning | Clerk |  |
| Forestry Commission | Chairman | Chris Bligh (v) |
| Highways Authority | Chairman | Clerk |
| Public Rights of Way | Chairman | Windcross FP (v) |
| Farming | Tom Jackson | Chairman |
| Neighbourhood Watch | Volunteer needed | volunteer |
| Kempley Village Hall Trust  | Rob Howson |  |
| Parochial Church Council | Rob Howson |   |
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\*1 The Elizabeth Pyndar Charity is an independent Charity registered with the Charity Commissioners, but with its Trustees (save the Incumbent) selected by the Council. The support person named undertakes to report to the Council at the Annual Parish Council Meeting.