



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:	18.07.22	revised and updated
	04.12.18	List 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.

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.

2. 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

3. The Council’s Procedure under this Policy:

The Council will normally seek to:

- A. Select and register a relevant councillor or the Clerk as Officer Responsible for a role listed in the Table to Appendix 1 below;
- B. Where relevant invite an Officer Responsible to nominate support person(s) with relevant expertise to assist them in their role;

- C. 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;
- D. 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;
- E. Register support persons who have accepted their nomination;
- F. 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;
- G. Where no Officer Responsible is named or selected for a role, either:
 - i. undertake that role jointly, or
 - ii. nominate a councillor or the Clerk as the Officer Responsible for the purposes of a specific taskin accordance with 3(F), and
- H. Publish this Policy on the Council's website.

4. 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 MANAGEMENT		
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	Volunteer needed	
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)

Role	Officer Responsible	Support Person
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	

*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.