

Calne Without Parish Council
Emergency Measures: Delegation of Decision Making.

1. Introduction

While the Parish Council is operating within the constraints of the pandemic Covid-19 the following processes will be put in place by the Clerk as the Proper Officer and RFO (Responsible Financial Officer) having been delegated power to make decisions for the Parish Council at the **date** meeting

2. Recording and Reporting Decisions

All decisions made during this emergency period shall be recorded by the Clerk and circulated to Councillors. Provided that these decisions are not confidential they will then be posted on the Parish Council website.

3. Human Resources

The HR Committee will still be required to consider matters relating to staff and will do so via means other than face to face meetings. If necessary, further advice will be taken from the relevant local and national body on how decisions should be made during this emergency period.

4. Balance and Expenditure

The Clerk as RFO will continue to prepare and circulate accounts. Councillors will be expected to review these in line with normal procedures and to raise any questions of clarification or issues of concern immediately.

5. Audit

The Clerk will prepare the year end documentation and prepare the paperwork for the Audit as directed and advised by the Council's auditors. The Clerk will wait for advice from the National bodies about the External Annual Audit and advise Councillors accordingly.

6. Payments

The Clerk will action any outstanding invoices for goods and service the Council has approved the purchase of and will continue to pay for those services that the Council receives on a regular contract basis i.e. bin emptying and payroll services and the Clerks remuneration.

7. Authorisation

Payments will continue to be made via BACS or cheque with the two Councillor authorisation for any payment in accordance with the bank mandate.

If at any point the authorised signatories are unable to undertake this role the Clerk will notify the supplier and take advice from the bank about making payments.

8. Councillor consultation

The law only allows for delegation of the decision-making function to the Clerk. The resolution passed on **date** is that decisions are to be made in consultation with the Chairman and Vice Chairman.

This does not preclude the Council from widening consultation to include other Committee members or the whole Council, where it is considered necessary or appropriate by the Clerk in consultation with the Chairman and Vice Chairman.

Only matters where the Council must make a decision during this emergency period will be considered appropriate for the delegated decision making process, other matters will be deferred until such time as the Council can make decisions in its normal, open, democratic manner by elected Councillors and affording members of the public the opportunity to present their views.

If matters are sent to a wider group for consultation then Councillors are asked to respond once with their view within a prescribed time period, no response will be taken as having no comment. Having considered other's views Councillors can provide an additional comment on one more occasion only, again within a prescribed time period.

The Chairman or Vice Chairman will call a halt to discussion if Councillors do not show respect for each other's views and comply with the Council's email protocol.

Councillors are requested to keep responses short, clear and concise.

If the Clerk (in consultation with the Chairman and Vice Chairman) considers it appropriate a virtual meeting may be held to consider matters where a decision is required.

9. Planning

The Clerk will continue to circulate planning applications to all Councillors for information and decisions will be made in line with the existing delegated function.

10. Highways Improvement Requests

When Area Board meets online the Council is required to make decisions on Highway Improvement Requests. The Clerk will advise residents if they submit requests on the way that the Council will consider requests and the option will be given to defer until the Council can meet properly.