



May 2012

ROLES AND RESPONSIBILITIES

A THE TEAM - COUNCIL & CLERK

1. Council and clerk work as a team with mutual respect.
2. Council sets the policy framework within which the clerk operates its functions and delivery of its services.
3. Should be open, transparent and accountable in all actions.

B THE COUNCILLOR

1. Must sign the Declaration of Office and Undertaking.
2. Must abide by the Code of Conduct.
3. Must declare interests at meetings.
4. Must keep Register of Interests updated.
5. Should attend council meetings.
6. Should read all papers.
7. Should attend training as a commitment of office.
8. Should represent all sectors of the community.
9. Individual councillors should not get involved with contracts and contractors.
10. Should understand these roles and responsibilities.

C THE COUNCIL

1. Statutory local authority and corporate body.
2. Seeks to deliver, and influence others regarding, the needs and aspirations of its community as a whole.
3. Must spend money only within prescribed powers.
4. Must meet at least four times per year.
5. Must appoint a proper officer (clerk), RFO and internal auditor.
6. Must act within the law e.g. health and safety, employment, discrimination issues et al.
7. Agrees policy, budget and precept.
8. Owns and must adopt the accounts, ensuring proper records are kept.
9. Must complete an annual return.
10. Adopts and abides by standing orders and scheme of delegation (see CALC & NALC models)
11. Must adopt the Code of Conduct
12. Must adopt and abide by financial regulations (see NALC model)
13. Monitors the implementation of its policies and delivery of services

WORCESTERSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS

Good Practice Guide:

ROLES AND RESPONSIBILITIES OF THE COUNCIL TEAM



D THE CHAIRMAN	E THE CLERK
<ol style="list-style-type: none">1. Controls the meeting: authority at meetings must be obeyed.2. Acts as civic representative.3. Ensures decisions are clear for clerk to act upon.4. Has no powers to act alone - s/he must not be a committee of one.5. Must sign Declaration of Office.6. May use casting (second) vote.7. Must chair the parish council meeting if present.9. Must chair the annual parish meeting if present.10. Must be elected at the annual meeting of the parish council as first item of business.11. Ensures that decisions are made by three or more councillors meeting together in public except where decisions are delegated to clerk (see CALC GPG decision making).12. Ensures agenda properly served and clear.13. Should be adequately briefed and well read.14. Starts meeting on time.15. Gives every councillor chance to speak.16. Keeps discussion to the point.17. Understands principles of debate and voting.18. Remains impartial.19. Creates an atmosphere that encourages debate.20. Ensures clerk has: proper job description and contract of employment; a regular review with the chairman; proper pay with NIC and PAYE; and receives expenses.	<p>Is the council's:</p> <p>Proper officer, chief executive, HR manager, contracts manager, RFO (usually, services manager</p> <p>.....</p> <ol style="list-style-type: none">1. Implements and monitors council policy.2. Ensures council acts within the law.3. Advises the council on all aspects of its work.4. May have delegated powers of decision making.5. Should have delegation for urgent decisions and payments.6. Manages council's resources.7. Administers finances for audit.8. Deals with electors.9. Oversees other employees.10. Keeps up to date with all aspects of business - includes attending training.11. Prepares agendas and minutes.12. Reads and summarises all reports.13. Prepares and posts notices.14. Keeps the council's records.15. Deals with all correspondence.16. Issues the precept.17. Balances accounts and prepares for audit.18. Organises council's insurances.19. Organises NIC and PAYE for all staff.20. Receives all goods and pays invoices.21. Deals direct with all contractors and suppliers.