WORCESTERSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS

Good Practice Guide:

ROLES AND RESPONSIBILITIES OF THE COUNCIL TEAM



May 2012

ROLES AND RESPONSIBILITIES

A THE TEAM - COUNCIL & CLERK

- Council and clerk work as a team with mutual respect.
- 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

- 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.
- Individual councillors should not get involved with contracts and contractors.
- 10. Should understand these roles and responsibilities.

C THE COUNCIL

- 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.
- 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

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THE CHAIRMAN

D

- 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.

E THE CLERK

Is the council's:

Proper officer, chief executive, HR manager, contracts manager, RFO (usually, services manager

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- 1. Implements and monitors council policy.
- 2. Ensures council acts within the law.
- 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.