

**EASTHAM PARISH COUNCIL**  
**DELEGATION POLICY REVISED MAY 2021 DUE TO PANDEMIC**

**Urgent Decisions of Council**

- 1) Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the chairman of the council.
- 2) Decisions made under this delegation will be reported to and minuted at the next council meeting.
- 3) Under this delegation, where appropriate, the clerk may decide, in consultation with the Chairman that an extraordinary meeting of the council be called to deal with the urgent matter.
- 4) Due to the Pandemic the PC have been advised to delegate urgent decisions to the Clerk if face to face meetings have to be cancelled due to health risks to Clerk, Cllrs and Public.  
Urgent matters are to be agreed by email with responses from the majority of Cllrs if face to face meetings cannot be held due to concerns regarding the Pandemic. This is to commence from 25<sup>th</sup> May 2021. The PC will continue to hold face to face meetings but will be guided by Central Government and the number of cases of Covid in the locality.

**Planning Delegation to the Clerk**

- 1) The council delegates decisions arising under development control consultations to the clerk in consultation with all Cllrs by email or in paper form.
- 2) Comments from Cllrs should be relayed back to the clerk for determination of the council's response within the prescribed consultation period. Final comments to be circulated to Cllrs before they are sent to Planning Officer.
- 3) Decisions made under delegation will be reported to and minuted at the next council meeting.
- 4) Under delegation to the clerk, and in particular with regard to controversial or major development proposals, the clerk in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter or that the matter be referred to the next council meeting, whichever is appropriate.

**Staffing Working Party**

**1. General**

- a) The Staffing Working Party will consist of at least two councillors appointed by council.
- b) The Working Party will be mindful:
  - i. of the legal framework for and good practice in employment matters.
  - ii. of the confidential nature of employer-employee matters.
  - iii. of the nationally negotiated model contract and terms and conditions for the employment of the clerk to the council.
  - iv. of the CALC model member-officer protocol.
  - v. that the clerk is the line manager for all other staff.

**2. ALL Staffing matters to be presented to full council for approval.**

**The Staff Working Party will receive reports from the clerk and make recommendations to council regarding:**

- a) Staffing & office requirements.
- b) Budget allocation.
- c) All policy issues relating to staff.
- d) Staff recruitment.
- e) Contracts of employment and all terms and conditions.
- f) Clerks Annual Review to be undertaken by Chairman and Vice Chairman of the council.
- g) Consider other staff reviews undertaken by the clerk.
- h) Consider annual salary awards.
- i) Consider matters arising from the application of the council's Disciplinary and Grievance Procedures and to make recommendations to full Council.
- j) Consider matters arising from the application of the council's Appeals Panel and to make recommendation to full Council.

**STAFF WORKING PARTY** - Chairman, Cllr Ward

**Grievance & Disciplinary** – Cllr Worsley, Cllr Ward

**Appeal Grievance & Disciplinary** - Cllr Adams, Chairman

**Lengthsman Co ordinator** - Chairman, Clerk is Line Manager

**Finances –**

Cllrs to oversee Bank Reconciliation, to be circulated by email and signed by Cllr at meeting

**Bank Mandate** – At least two Cllrs to be on mandate, Clerk to be on mandate for admin. purposes only.