



## HOLME VALLEY PARISH COUNCIL

# SCHEME OF DELEGATION

### **Version Control**

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# HOLME VALLEY PARISH COUNCIL

## SCHEME OF DELEGATION PURPOSE & CONTEXT

### 1. Discharge of the Scheme of Delegations

- 1.1 This Scheme of Delegations forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2 One of the purposes of the document is to clearly define the parameters within which Officers of the council are able to act without reference to either their line managers or Members.
- 1.3 Where consultation with others is a requirement of the ability to act it is clearly set out with what and whom consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of why the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated to the various committees by the Council. This element of the scheme incorporates the Terms of Reference of the Committees.

### 2. The Power to delegate

The power to delegate functions by local Councils is set out in the Local Government Act 1972 Section 101 Arrangements for discharge of function by local authorities.

### 3. Officers' conflict of Interest

- 3.1 Under the Local Government Act 1972, section 117; officers must make formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, in any matter within the Council, and notifying the Council.
- 3.2 Where an employee is unsure whether an interest should be declared, they should speak to the Monitoring Officer of Kirklees Council. If the employee is advised not to declare their interest a record of the discussion should be kept by both parties. Failure to disclose such an interest may result in a disciplinary action being taken which could lead to dismissal.
- 3.3 Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 3.4 All employees must identify and disclose any actual or potential personal, financial, business or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.
- 3.5 Where an officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an officer except with the prior approval of the Monitoring Officer. Any approval granted by the Monitoring Officer shall be formally recorded in the Council Minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests of Members and officers.



# HOLME VALLEY PARISH COUNCIL

**This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) and Standing Committees to act with delegated authority in the specific circumstances detailed.**

## **1. RESPONSIBLE FINANCIAL OFFICER**

Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

## **2. PROPER OFFICER**

### **2.1 The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:**

- 2.1.1 Receive declarations of acceptance of office.
- 2.1.2 Receive and record Members' Registers of Interest.
- 2.1.3 Receive and grant Disclosable Pecuniary Interest (DPI) dispensations; details of all dispensations received and granted to be reported to the Council, at the next available meeting.
- 2.1.4 Receive and retain plans and documents.
- 2.1.5 Sign Notices or other documents on behalf of the Council.
- 2.1.6 Receive copies of By-laws made by a Primary local authority.
- 2.1.7 Certify copies of By-laws made by the Council.
- 2.1.8 Prepare agendas, consulting with Chair of Council or Committee (as appropriate) wherever possible, before distribution.
- 2.1.8 Sign summons to attend meetings of the Council.
- 2.1.9 Respond to requests made under the Freedom of Information/Environmental Information Regulations and General Data Protection Regulation Legislation.
- 2.1.10 Arrange and call all meetings of the Council and its Committees (**but not necessarily Working/Steering Groups**)
- 2.1.11 **The Deputy Clerk and Assistant Clerk will also prepare agendas and sign the summons for the meetings he/she is required to officiate at.**

### **2.2 In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:**

- 2.2.1 Day to day administration of services, together with routine inspection and control.



## HOLME VALLEY PARISH COUNCIL

- 2.2.2 Day to day supervision and control of all staff employed by the Council.
  - 2.2.3 Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chair of the Council and/or the Chair of the appropriate Committee.
  - 2.2.4 Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
  - 2.2.5 Authorisation of routine recurring expenditure within the agreed budget.
  - 2.2.6 Emergency expenditure up to £2,000 outside of the agreed budget (Financial Regulation 4.5).
  - 2.2.7 Authorisation of expenditure on works to individual seats and shelters up to a maximum of £500 (Financial Regulation 4.5).
- 2.3 Delegated actions of the Clerk, the RFO and the Assistant Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

### 3. COUNCIL

3.1 **The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.**

- 3.1.1 Appointing the Chair and Vice Chair of the Council.
- 3.1.2 Appointing the Chairs and Vice Chairs of all the Standing Committees
- 3.1.3 Setting the Precept.
- 3.1.4 Borrowing money.
- 3.1.5 Approval of the Council's Annual Accounts and completion of the Annual Return.
- 3.1.6 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- 3.1.7 Making, amending or revoking by-laws.
- 3.1.8 Making of Orders under any statutory powers.
- 3.1.9 Approval and adoption of matters of principle or policy, including Mission Statements and precept level.
- 3.1.10 Nomination and appointment of representatives of the Council to any other authority, organisation or outside body (excluding conferences, events or meetings)
- 3.1.11 Any proposed new undertakings.
- 3.1.12 Prosecution or defence in a court of law.
- 3.1.13 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- 3.1.14 Matters relating to the Council's Code of Conduct.
- 3.1.15 Matters relating to the Council's Complaints Procedure.
- 3.1.16 Approval of Special Dispensations (for a Member's non-attendance due to health or personal reasons).
- 3.1.17 Matters relating to Councillor Vacancies.
- 3.1.18 Approval of wreaths and co-ordination of representation at annual Remembrance Sunday services.
- 3.1.19 Approval of annual schedule of meetings.



# HOLME VALLEY PARISH COUNCIL

- 3.1.20 Matters relating to legislative changes and other allied consultations, having an impact on the Council.
- 3.1.21 Approval of virements from one delegated Committee to another (although virements within a Committee Budget heading can be approved by Finance & Management Committee following recommendations from other another committee).
- 3.1.22 Matters relating to the Parish Charter.
- 3.1.23 Matters relating to the General Power of Competence.
- 3.1.24 Matters relating to employment contracts and recruitment.
- 3.1.25 Matters relating to the use of glyphosate by Kirklees Council.
- 3.1.26 Confirmation that criteria met for Local Council Award Scheme accreditation (although Finance & Management Committee delegated to prepare information to be submitted).
- 3.1.27 Address the Climate Emergency in fulfilling the above remit.

## 3.2 Urgent matters:

- 3.2.1 In the event of any matter arising which requires an urgent decision the Clerk to the Council shall forthwith consult with the Chair and Vice-Chair of the Council, and the appropriate Committee Chair if the matter involves expenditure not provided for in the annual budget, and not covered by paragraph 2.2.6 (above) and Finance Regulation 4.5 before acting on behalf of the Council in respect of the particular matter then under consideration.
- 3.2.2 Before the Clerk to the Council exercises the delegated powers granted by paragraph 3.2.1 (above), those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the Council or of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 3.2.3 Before exercising the delegated power granted by paragraph 3.2.2 (above), the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chair of the Council that a Special Meeting of the Council should be called in accordance with Standing Order 18(c).
- 3.2.4 Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next appropriate meeting of the Council.

## 4. COMMITTEES

### 4.1 THE FINANCE AND MANAGEMENT COMMITTEE

#### 4.1.1 Terms of Reference

Membership	Maximum 23
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## HOLME VALLEY PARISH COUNCIL

<b>Non- elected Membership</b>	<b>Not applicable</b>
<b>Quorum</b>	<b>One third of Elected Membership members rounded down and no less than three</b>
<b>Frequency of Meetings</b>	<b>Every two months alternating with Full Council</b>

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Approval of its Minutes as true and correct records.
- iii. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- iv. All matters relating to financial management of the Council's affairs, including the approval of monitoring reports, investment of income and other banking arrangements, but not the setting of a precept or any amount to be borrowed.
- v. Audit arrangements (and review thereof).
- vi. Budgetary control, including approval of any virement and supplementary budget requests within the Council's agreed overall budget.
- vii. Approval of changes to Fixed Asset Register.
- viii. Subscriptions (and review thereof).
- ix. Insurance and Risk Management (procedural matters and review thereof).
- x. Emergency Planning.
- xi. Approval of matters relating to any Council Office CCTV and audio recording equipment.
- xii. Corporate Management.
- xiii. General Administration.
- xiv. Management of any matters relating to the Council Office/meeting room within the Civic Hall, including installation of civic fixtures and fittings e.g. Honours Boards, exterior/interior noticeboards and signage (subject to any Listed Building/Conservation Officer permissions that may be required).
- xv. Negotiations with HCHCT and management of any re-shaping of internal space(s) within the Civic Hall, with professional advice and any permissions being sought as necessary.
- xvi. Civic Activities/Local Democracy.
- xvii. Approval of matters relating to Civic Regalia and Honours' Board updates.
- xviii. Approval of the provision and management of Information and Communication Technology (ICT), including replacement of outdated equipment and purchase of new equipment within the approved Budget.
- xix. Approval of matters relating to CCTV equipment provision.
- xx. Management of the Council's tenancies rent reviews and tenancy agreements.
- xxi. To safeguard buildings transferred into the ownership of the HVPC and ensure they continue to meet the needs of the residents of The Holme Valley (Holmfirth Civic Hall, Honley Library).
- xxii. To oversee the ongoing lease and management arrangements with Holmfirth Civic Hall Community Trust (HCHCT) who run the Holmfirth Civic Hall on a day-to-day basis.
- xxiii. To oversee the ongoing lease and management arrangements for Honley Library and ensure the Trustees of Honley Library manage the building according to the leases with HVPC and Kirklees Library Service.
- xxiv. Consideration and negotiations regarding any other community assets in the Valley at risk of being lost, for use by the community.



## HOLME VALLEY PARISH COUNCIL

- xxv. Managing, maintaining and monitoring the demand and availability for the tenanted sites (Holme allotments and garage plots).
  - a. Approval of tendering and selection of contracts
  - b. Representative attendance at conferences and events by Councillors and Officers.
- xxi. All matters relating to Freedom of Information/Environmental Information Regulations, Data Protection, General Data Protection Regulation and Management/Retention of Documents.
- xxii. All matters relating to Statement of Intent on Training (including approval of any Councillor/Officer induction/training (although Officer training can also be approved by Staffing Committee, where training needs identified through Staff Performance & Development Review process).
- xxiii. All matters relating to the preparation of information on the Council's accreditation to the Local Council Award Scheme (except confirmation that the criteria have been met, which must be a full Council decision).
- xxiv. Any other matter which may be delegated to it by the Council from time to time.
- xxv. Address the Climate Emergency in fulfilling all aspects of the above remit.

### **4.1.2 The Finance and Management Committee shall be delegated to make decisions on behalf of the Council in the following matters:**

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. Providing support, to an agreed budget, to organisations charged with the management of assets in community ownership run for the public benefit through the award of grants to community groups for community assets.
- iii. Oversight of rolling grants and associated budget lines and earmarked reserves including Holme Valley Patient Transport Scheme and CCTV maintenance for Honley Business Association.
- iv. Approval of funding support provision to Holmfirth Civic Hall Community Trust subject to the committee limits in the Financial Regulations
- v. Approval of matters relating to the management of the Civic Hall by the Holmfirth Civic Hall Community Trust.
- vi. Approval of funding support provision to Friends of Honley Library subject to the committee limits in the Financial Regulations
- vii. Approval of matters relating to the management of Honley Library by the Trustees of Honley Library.
- viii. Award of grant funding for community events or projects.
- ix. Management of Expressions of Interest process for community assets.
- x. Approval of payment of monthly schedule of accounts.
- xi. To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegations
- xii. To assemble and submit estimates of income and expenditure for each financial year in respect of services of this committee no later than 30<sup>th</sup> October each year.
- xiii. Any other matter which may be delegated to it by the Council from time to time.
- xiv. To ensure that decision-making addresses the Climate Emergency.



# HOLME VALLEY PARISH COUNCIL

**The following matters are reserved to the Council for decision, but the Committee may make recommendations:**

- x. The Committee's budget each financial year.
- xi. Any funding required outside of, or above, the set budget in any given financial year.
- xii. Formulation of budget policy for presentation to Council.
- xiii. Formulation of forward planning and strategy for presentation to Council.
- xiv. Democratic Representation.
- xv. Civic and Ceremonial.
- xvi. Policy formulation/changes.
- xvii. Confirmation that criteria met on Local Council Award Scheme accreditation.
- xviii. The nomination of a number of Members to be appointed to the Board of Trustees of HCHCT and Friends of Honley Library.

**The Committee may refer specific matters to the Council for a final decision if it so wishes.**

## 4.2 THE PLANNING COMMITTEE

### 4.2.1 Terms of Reference

<b>Membership</b>	<b>23 maximum</b>
<b>Membership co-optees</b>	<b>Not applicable</b>
<b>Quorum</b>	<b>One third of voting membership rounded down and no less than 3</b>
<b>Frequency of meetings</b>	<b>Every other month</b>

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Approval of its Minutes as true and correct records.
- iii. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- iv. To comment on significant planning applications received from the Local Planning Authority (Kirklees Council) and the Peak District National Park Authority.
- v. Planning enforcement issues.
- vi. Conservation Area appraisals.
- vii. Street Naming, depending on deadlines.
- viii. Licensing Matters.
- ix. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
- x. To co-ordinate the production, with the community, of the Holme Valley Neighbourhood Plan.
- xi. Approval of tendering and selection of contracts, e.g. consultants to advise on Neighbourhood Plan.
- xii. To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines.
- xiii. To set up a sub-committee to handle significant applications/consultations that need addressing between Planning Committee meetings.





## HOLME VALLEY PARISH COUNCIL

- xiv. Any other matter which may be delegated to it by the Council from time to time.
- xv. To address the Climate Emergency in fulfilling the above remit.

### **4.2.2 The Planning Committee shall be delegated to make decisions on behalf of the Council in the following matters:**

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30<sup>th</sup> October each year.

### **The following matters are reserved to the Council for decision, but the Committee may make recommendations:**

- iii. The Committee's budget each financial year.
- iv. Any funding required outside of, or above, the set budget in any given financial year.
- v. Policy formulation/changes.

**The Committee may refer specific matters to the Council for a final decision if it so wishes.**

## **4.3 THE SERVICE PROVISION COMMITTEE**

### **4.3.1 Terms of Reference**

<b>Membership</b>	<b>Maximum of 23 members</b>
<b>Non-Elected Membership</b>	<b>Not applicable</b>
<b>Quorum</b>	<b>One third of voting members rounded down and no less than 3</b>
<b>Frequency of Meetings</b>	<b>4 times per year</b>

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Approval of its Minutes as true and correct records.
- iii. To safeguard the Parish Council-owned Holmfirth Public Toilets and ensure the facilities continue to meet the needs of the residents of the Holme Valley.
- iv. Maintenance and upkeep of all public seats, stone shelters and adopted phone boxes (including custodians) in the Council's ownership, including management of day-to-day activities of Maintenance Contractor.
- v. Maintenance and upkeep of Closed Churchyard, New Mill.
- vi. Maintenance and upkeep of Arts Trail art installations
- vii. Maintenance and upkeep of war memorials.
- viii. Approval of matters relating to environmental issues (e.g. litter and dog fouling).
- ix. Response to issues or concerns raised by residents relating to public transport, highways and environmental issues.



## HOLME VALLEY PARISH COUNCIL

- x. To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines (otherwise considered by Planning Committee).
- xi. Street Naming, depending on deadlines (otherwise considered by Planning Committee).
- xii. Approval of matters relating to transport (e.g. minibus services) and the supporting of sustainable transport.
- xiii. Approval of matters relating to youth facilities and projects.
- xiv. Approval of matters relating to Christmas trees/lighting provision.
- xv. To work in partnership with Kirklees Council in the provision of any scheme for which the Committee has approved budget provision.
- xvi. Any other matter which may be delegated to it by the Council from time to time.
- xvii. To address the Climate Emergency in all aspects possible of the above remit.

### **4.3.2 The Service Provision Committee shall be delegated to make decisions on behalf of the Council in the following matters:**

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. Oversight of rolling grants to community groups for community services such as Kirklees Youth Alliance.
- iii. Approval of matters relating to the day-to-day running and maintenance of Holmfirth Public Conveniences and the tenanted unit within the building.
- iv. Approval of tendering and selection of contracts, e.g., maintenance contractor.
- v. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30<sup>th</sup> October each year.
- vi. To ensure that all decision-making takes into account the Climate Emergency wherever possible.

### **The following matters are reserved to the Council for decision, but the Committee may make recommendations:**

- vii. The Committee's budget each financial year.
- viii. The nomination of a number of Members to be appointed to the Board of Trustees of HCHCT and Friends of Honley Library.
- ix. Any funding required outside of, or above, the set budget in any given financial year.
- x. Policy formulation/changes.

**The Committee may refer specific matters to the Council for a final decision if it so wishes.**

## **4.4 THE STAFFING COMMITTEE**

### **4.4.1 Terms of Reference**

<b>Membership</b>	<b>8 maximum</b>
<b>Non-Elected Membership</b>	<b>Not applicable</b>



## HOLME VALLEY PARISH COUNCIL

<b>Quorum</b>	<b>One third of elected membership rounded down and no less than 3</b>
<b>Frequency of Meetings</b>	<b>Three times a year and as required in between.</b>

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Appointment of the Staff Performance & Development Lead to liaise with the Clerk on behalf of the Council as outlined in the Staff Performance & Development Lead description (provided for reference) as Appendix 1 to the Scheme of Delegation)
- iii. Approval of its Minutes as true and correct records.
- iv. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- v. The Staffing Committee will be responsible for all matters relating to the advertising, interviewing selection and appointment of a member of staff where such a post has been approved by Full Council.
- vi. Responsible for all matters relating to employees, based on recommendations made and agreed by Council, or in line with contractual arrangements. The Committee may decide that it wishes to refer specific matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.
- vii. To implement national pay awards
- viii. To carry out the Annual Staff Development Review, and to finalise and approve action plans resulting from that Review, prior to report to Council that Review has been completed.
- ix. Approval of any Staff training and continuing professional development.
- x. Approval of policies, guidelines and strategies on human resources, personnel, and development, to ensure the Council properly undertakes its responsibilities for its staff and others relating to welfare, health and safety, Working Time Directive and pensions provision.
- xi. Hearings for Grievance, Disciplinary and Capability matters\* in accordance with the Council's Grievance and Disciplinary Procedure.
- xii. Dealing with any Grievance, Disciplinary and Capability matters to a conclusion, only reporting to Council when the time for any Appeal has passed.
- xiii. Appointment of an Appeals Sub Committee, if necessary.
- xiv. Any other matter which may be delegated to it by the Council from time to time.
- xv. To take into consideration the Climate Emergency wherever possible whilst carrying out the above remit.

#### **4.4.2 The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:**

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30<sup>th</sup> October each year.
- iii. Where appropriate to ensure that decision-making reflects the need to address the Climate Emergency.



## HOLME VALLEY PARISH COUNCIL

**Policy on the following matters is reserved to the Council for decision, but the Staffing Committee may also make Policy recommendations relating to:**

- iv. Conditions of Service.
- v. Staff levels.
- vi. Policy formulation/changes.

**The Committee may refer specific matters to the Council for a final decision if it so wishes.**

*\*It is vital that the Staffing Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.*

*Any grievance against a member regarding issues under the Code of Conduct will be referred to the Monitoring Officer of Kirklees Council from the outset.*

**In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all Members of the Staffing Committee must agree to undertake training in these matters.**

**4.4.3** The **Appeals Sub-committee** is delegated to make decisions on behalf of the Council in the following matters:

- Appeals against decisions made by the Staffing Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process.

**In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with Members of the Appeals Sub-committee must agree to undertake training in these matters.**

### **5. Sub-committees appointed by Standing Committees**

The Council's Standing Committees may appoint Sub-Committees, if a Committee believes that it would be required to assist in managing the Committee's workload. Any powers to be delegated to such a Sub-Committee should be detailed at the time the Sub-Committee is formed by means of a Minute outlining its Terms of Reference. Any Sub-Committee shall have delegated authority to arrange its own meeting dates and times, to suit the Group Membership.

### **6. Working/Steering Groups**

**6.1** Working/Steering Groups may be formed by resolution of the Council or a Committee at any time for the purpose of completing a specific task or project. The work of such a Working/Steering Group will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each



# HOLME VALLEY PARISH COUNCIL

Working/Steering Group will report back with recommendations to the Council or the Committee that formed it.

Any Working/Steering Group shall have delegated authority to arrange its own meeting dates and times, to suit the Group Membership.

## **7. Delegation - Limitations**

- 7.1** Committees and Sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.



# HOLME VALLEY PARISH COUNCIL

## APPENDIX 1

### HVPC STAFF PERFORMANCE & DEVELOPMENT LEAD

#### **1.0 PURPOSE**

- 1.1 On behalf of the Holme Valley Parish Council, the Staff Performance and Development Lead will ensure directly employed staff are effectively managed and supported in undertaking their responsibilities.

#### **2.0 ROLE**

- 2.1 Principal role is to liaise with the Clerk to the Council on behalf of the Staffing Committee which is the line manager. It should be noted that good management of the Clerk will support the effective operation of wider clerk team.
- 2.2 This in turn leads to the following additional responsibilities:
- Completion of Performance management process with the Clerk for presenting to the Staffing Committee.
  - Identification of and support in providing development opportunities for the Clerk.
  - Acting as a confidant for all staff members regarding their roles, interaction with each other and councillors.
  - Providing a central point of contact for all councillors to discuss any staff issues and undertake any required actions needed as a result of issues raised.

#### **3.0 PERFORMANCE MANAGEMENT**

- 3.1 Performance management is an important part of formally monitoring and supporting the effective performance of the Clerk. It is vital in ensuring that the Clerk is able to undertake his or her duties well, recognising any difficulties, identifying training needs and meeting the requirements of the role. It is a key part of supporting the individual and helping them perform to the best of their ability by understanding their skills and setting realistic and achievable objectives.
- 3.2 Effective performance management requires honesty, understanding and a commitment to work constructively with the individual as well as act in the best interests of HVPC to have a committed and effective Clerk. Performance management needs commitment from both the Staff Performance and



## HOLME VALLEY PARISH COUNCIL

Development Lead and the Clerk who is encouraged to review their performance, identify areas for development and suitable objectives.

3.3 This needs a number of different elements in place:

- a. **Formal objective setting and performance reviews with Clerk to be held in person and recorded in writing using a pro forma.**

**These should be held as follows:**

- a.i. Start of year (objective setting)
- a.ii. 6 months into year (progress review)
- a.iii. End of year (formal review & future objective setting)

It should also be noted that during the first year of appointment, the Clerk will have a probationary period so more regular contact and reviews will be required.

- b. **Informal monthly meetings with the Clerk to be held remotely or in person**
  - a.i. Timed to suit the Clerk / post holder but at least around each Full Council meeting cycle
- c. **Informal contact weekly or as required with the Clerk**
  - a.i. Regular interaction by phone, Zoom or other media as required
- d. **Collation of feedback from reportees and Councillors regarding Clerk performance**
  - i. Informal feedback on Clerk performance sought from all staff reportees in advance of performance reviews (every 6 months).
  - ii. Informal feedback requested from all Councillors regarding Clerk and wider staff team performance in advance of yearly performance review. This should include constructive and positive feedback as well as any areas of concern and provide examples to aid discussion with the members of staff involved.
  - iii. Councillors and reportees can share any informal feedback on the Clerk's performance throughout the year with the Staff Performance and Development Lead for discussion as required with the Clerk.

3.4 The Clerk is paid on a nationally agreed pay scale set by the National Joint Council for Local Government Services. The performance of the Clerk and any other staff on this scale will influence the recommendations to the Staffing Committee for any annual pay increases. These recommendations will be given to the Staffing Committee by the Staff Performance & Development Lead for consideration and approval by the Staffing Committee.



# HOLME VALLEY PARISH COUNCIL

## 4.0 APPOINTMENT OF ROLE

- 4.1 The Staff Performance & Development Lead should be appointed from amongst the members of the Staffing Committee. The appointee must be able to commit to the time required to undertake the role effectively including the meeting arrangements outlined in section 3.3.
- 4.2 Where possible, the appointee should undertake the role for at least two years to allow some consistency of line management with re-appointment permitted beyond this period.
- 4.3 If the Clerk has concerns about the appointee, they must raise them with the Chair of Staffing or Chair of Council and consideration of a new appointee will be made by the Staffing Committee.
- 4.4 The Staff Performance & Development Lead must be willing to undertake training as required to support effective delivery of the role.

## 5.0 CONFIDENTIALITY

- 5.1 All discussions held between the Staff Performance & Development Lead and the Clerk and other staff are confidential.
- 5.2 Any records kept will be marked as PRIVATE & CONFIDENTIAL and will not be available for public access.
- 5.3 Feedback provided by councillors on the Clerk's performance and the performance of other members of the staff team will be regarded as confidential and will be anonymised before discussion with the Clerk.

ENDS.