

## STEVENTON PARISH COUNCIL ROLES AND RESPONSIBILITIES

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The following proposed roles have been outlined below:

- Chairman
- Proper Officer
- Responsible Financial Officer
- Planning Officer
- Councillor for Roads and Footpaths
- Secretary
- GDPR Roles - Data Controller; Data Protection Officer; Data Processor

Input was obtained by pulling together extracts from various Guides. The agreed roles and responsibilities have been tailored to reflect a small parish such as Steventon.

### **Chairman – Role and Responsibilities**

The Chairman's main role is to run Council meetings. His role is to preserve order, and to take care that the proceedings are conducted in a proper manner.

The Chairman's responsibilities include:

- Determine that the meeting is properly constituted and that a quorum is present.
- Ensure he is informed as to the business and objectives of the meeting.
- Ensure that effective and lawful decisions are taken at meetings and guide activities by managing the meetings.
- Ensure all Councillors are involved in discussion and that Councillors keep to the point.
- Summarise debates and facilitate the making of clear Resolutions, and ensure discussions are kept moving.
- The Chairman has a casting vote. His first vote is a personal vote as a member of the Council. If there is a tied vote, the Chairman can have a second, casting vote.
- The Chairman is the public face of the Council and will represent the Council at official events. He may be asked to speak on behalf of the Council and, in such circumstances, should only express the agreed views of the Council and not his personal views.
- The Chairman cannot legally make a decision on behalf of the Council.

### **Proper Officer – Role and Responsibilities**

Proper Officer is a title used in statute. It refers to the appropriate officer for the relevant function. In parish councils, the Proper Officer is normally the Clerk. In financial matters, the Proper Officer is known as the Responsible Financial Officer.

In the absence of a Parish Clerk the Chairman will take on the role of Proper Officer, with the following responsibilities:

- Ensure that statutory and other provisions governing or affecting the running of the Parish Council are observed.
- Ensure that the Council's obligations for Risk Assessment are properly met.
- Monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- Delegate roles and responsibilities to other Parish Councillors, with their agreement, but maintain overall responsibility for them, for example, governance, finance, planning, highways and footpaths, secretarial.

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- Manage the organisation, storage of and access to information held by the Parish Council in paper and electronic form.

### **Responsible Financial Officer – Role and Responsibilities**

In the absence of a Clerk, a Councillor will take on the role of Responsible Financial Officer. The RFO will be accountable for all financial records of the Council and the proper administration of its finances according to the Accounts & Audit Regulations.

Following are the responsibilities:

- Manage the annual budget for Council and prepare financial statements as required.
- Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
- Ensure that correct financial records are kept and that internal checking regimes are established.
- Receive and report on invoices for goods and services to be paid for by the Council and ensure that such accounts are settled within due timescales. Issue invoices on behalf of the Council for goods and services and ensure payment is received.
- Do Council banking, drawing of cheques, paying of all accounts
- Monitor insurance policy and cover provided.
- When relevant, receive correspondence and documents on behalf of the Council from Basingstoke and District Borough Council, for example regarding Accounts and Exchequer Services, and Taxation and Treasury Management.

Deal with these correspondences or bring such items to the attention of the Proper Officer. Issue correspondence as appropriate as a result of instructions from the Proper Officer.

### **Planning Officer – Role and Responsibilities**

One of the most important parts of the Parish Council's work is to consider and make comments on planning applications. A Parish Councillor will take on the role of Planning Officer. The process for handling planning applications and the Planning Officer's responsibilities are as follows:

- Receive correspondence and documents on behalf of the Council, from the Basingstoke and District Borough Council (BDBC) Planning Authority.
- On receipt of a planning application, make a record of the following:
  - a) The number of the application;
  - b) The location to which it relates (the application site);
  - c) The date by which any response must be lodged with the Planning Authority;
  - d) Details of the proposed development
- Notify Parish Council members via email or phone of a new planning application, its number and the expiry date for feedback to the BDBC.
- Arrange a site visit with the applicant.
- If a planning application is simple and non-contentious it may be processed via email. If one councillor considers that a meeting is necessary to discuss a planning application, and the next parish council meeting does not allow enough time to review and discuss the application before the expiry date for feedback to the BDBC, then an extraordinary meeting will be called.

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- The Secretary will send an email to parishioners notifying them of the new planning application, its number and the expiry date for feedback to the BDBC
- Following discussion, via email or a meeting, a decision will be made as to whether an objection should be raised or a comment made on the application
- If the Council decides to object or make comments, then inform the Planning Authority. In the event that there is no objection or comment to make, the Planning Authority need not be informed. Add a note of this to the Record.
- Additionally, receive correspondence and documents on behalf of the Council from Basingstoke and District Borough Council regarding the district wide Local Plans and other such projects.

Deal with these correspondences or bring such items to the attention of Parish Council. Issue correspondence as appropriate as a result of instructions from the Parish Council.

### **Councillor for Highways, footpaths and village appearance – Role and Responsibilities**

In addition to planning applications, concerns about roads, footpaths, and general village appearance and safety are issues very close to the hearts of parishioners. A Council member will take on the role of Councillor for Roads and Footpaths, with the following responsibilities:

- Monitor the state of the highways, roads and footpaths in Steventon and receive relevant input from parishioners, for example regarding:
  - a) State of footpaths and gates
  - b) Pot holes
  - c) Road signage
  - d) Overhanging trees
  - e) Dangerous hedges and verges
  - f) Miscellaneous items such as telephone kiosk, bus shelter, seating at the triangle, etc.
- Where attention or repair is needed for any of the above contact the appropriate authority. This could be:
  - a) Basingstoke and Deane Borough Council
  - b) Hampshire County Council
  - c) Local land owners
  - d) Local knowledge generally
- Monitor progress and provide feedback on issues that have been reported.
- The Councillor should encourage parishioners to report any issues to him that they find and/or to the appropriate authority.

### **Secretary – Role and Responsibilities**

In the absence of a Clerk, a Councillor will take on the role of Secretary to the Parish Council, with the following responsibilities:

- Provide administrative support for the Council's activities.
- Prepare, in consultation with appropriate members, agendas for meetings of the Parish Council. Attend such meetings and prepare minutes for approval. Publish the agendas on the Steventon Parish Council website and Notice Board, and post minutes on the website.
- Receive correspondence and documents on behalf of the Council from the:

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- Basingstoke and District Borough Council, specifically regarding governance and electoral services.
- Other relevant organisations

Deal with these correspondences, or bring such items to the attention of the Council or the appropriate Councillor. Issue correspondence as appropriate as a result of instructions from the Council.

- If a new planning application is received post a link to it on the Parish Council website and send an email to parishioners notifying them of the new planning application, its number and the expiry date for feedback to the BDBC.
- When the Secretary becomes aware of changes to statutory and other provisions governing or affecting the running of the Parish Council, notify all Councillors.
- Maintain the Steventon Parish Council website and keep it current with the latest available information.
- As a background activity, endeavor to populate the Steventon Parish Council website with documents as specified by the Freedom of Information Act 2000.

### GDPR Roles and Responsibilities

The General Data Protection Regulation (GDPR) was effective in the UK from 25<sup>th</sup> May 2018. It replaced the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations.

GDPR states that the following new Roles and Responsibilities must be introduced to ensure that personal data is protected.

- Data Controller
- Data Processing Officer (DPO)
- Data Processor

For a description of these roles see the document:  
Steventon Parish Council-General Data Protection Regulations Policy 2018-2019  
Which can be found here:

<https://www.steventonvillage.co.uk/documents/>