

ROLES AND RESPONSIBILITIES

- Councillors are responsible for making council policy, but do not have executive authority
- The clerk is responsible for advising Councillors on the making of council policy and for ensuring such policy is carried out
- Decisions are made by Councillors at meetings of the council
- The day-to-day management of services, facilities, and events is the responsibility of the clerk
- An up-to-date and approved delegation scheme is essential in detailing and clarifying who does what and when

CLERK, COUNCIL & COUNCILLORS DIFFERING ROLES & RESPONSIBILITIES

Function	Clerk/Proper Officer	Council & Councillors
Accountability	<p>The role of the clerk is twofold, for which they are accountable to the council.</p> <ol style="list-style-type: none"> 1. They are the professional advisor to the council on matters of policy 2. The clerk implements the decisions of the council and provides independent, and administrative support to the council <p>The clerk is not just a secretary and is not at the beck and call of the chairman or other councillors; the clerk is answerable one to the council as whole</p>	<p>The council as the corporate body, can only do what legislation requires it to do and within that framework.</p> <ol style="list-style-type: none"> 1. Councillors are collectively responsible for making council policy, for which they are accountable the electorate 2. Councillors have no executive authority and will need to deal with all matters through their collaborative council membership 3. Ensure the council is properly managed

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Delegation	Legally council can agree to delegate decisions to clerks, details of which should be included in the council's delegation scheme	Councillors collectively make decisions on council matters but councillors cannot individually make (or be delegated to make) decisions on behalf of the council
Services & facilities	The clerk is responsible for the day-to-day operation and administration of the council. In addition, they may have to act as a project manager, personnel director, public relations officer, finance administrator etc	Councillors are not directly involved in the day-to-day provision of services to the public. There are no circumstances where an individual councillor can issue an instruction to a clerk or a contractor
Financial management	The Accounts & Audit Regulations impose specific duties on the Responsible Financial Officer (RFO) – often this is the clerk. These include: <ol style="list-style-type: none"> 1. Establishing and reviewing annually a sound system of internal control and arrangements for the management of risk 2. Maintaining the accounting records and implementing sound accounting control systems 3. Signing the Annual Governance and Accountability Return (AGAR) and ensuring the exercise of public rights is correctly published. 	Councillors share collect responsibility for financial ,management of the council and mist make arrangements for its finances to be administered by the RFO. The councillors role is to ensure: <ol style="list-style-type: none"> 1. The RFO acts properly so the council avoids the risk of loss, fraud, or bad debt, whether through deliberate or careless actions 2. Robust financial checks are carried out regularly

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Meetings	<p>The clerk is the proper officer of the council in law and their responsibilities include</p> <ol style="list-style-type: none"> 1. Preparing, signing, and sending out the agendas for meetings 2. Providing advice and administrative support 3. Implementing all council decisions following the meeting 	<p>Councillors have a responsibility to:</p> <ol style="list-style-type: none"> 1. Attend meetings when summoned to do so 2. Take part in meetings and consider all relevant facts and issues on matters which require a decision 3. Take part in voting and respect decisions made by the majority of those present 4. Confirming the Minutes of the last meeting are correct before signed by the chairman