



Kingsbury Parish Council

Working for the local community in
North Warwickshire

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Emergency Plan

1. Notes

- 1.1 Standing Orders were adopted in June 2018 and reviewed in April 2022. This scheme is in addition to Standing Order number 15:
- 1.2 Local Councils may delegate decisions to a committee. The Terms of Reference for each committee will state the extent of their authority.
- 1.3 No Parish Councillor or Clerk may act independently; all parish council actions must be by way of the full council, or a committee.
- 1.4 The Parish Council’s Standing Orders and Financial Regulations are based on NALC models.
- 1.5 The Clerk, in conjunction with the Chair and Vice Chair, is the council’s ‘Proper Officer’. The Clerk is also the Council’s Responsible Financial Officer (RFO).
- 1.6 This scheme of delegation is not comprehensive and is subject to being implemented in accordance with the law, the Council’s Standing Orders and Financial Regulations.

Service area	Function
Audit Possible	To maintain a continuous internal audit that is to be available for Councillors to review on a quarterly basis.
Communications Possible	Along with the Chair of the Council, Data Protection Officer to deal with all press and public relations on behalf of the Parish Council (see also ICT below).
Consultations Possible	To notify the Council of all planning application consultations received. In the event of the consultation end-date falling before the date of the next council meeting then to discuss with the Chair/Vice Chair and either call an extraordinary meeting to agree the Council’s response or collate members’ individual comments to send to the Planning Authority.
Contractors Possible	To liaise with, and be the first point of contact for, all contractors appointed by the Parish Council.
Decisions Possible	To take all necessary action following permission from the Chair and Vice Chair of the Council and sign any document, necessary to give effect to any decision of the council and its scheme of delegation.
Elections Possible	Along with the Chair and Vice Chair, notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and liaise with them regarding any statutory notices, electoral arrangements and co-option.

Emergency Planning Possible	<p>Following discussions with the Chair and Vice Chair of the Council</p> <ul style="list-style-type: none"> • Lead the Council’s response in the case of a local major emergency in consultation with and/or under the direction of the Emergency Planning Officers of the county & district councils • To report to council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency
Finance Possible	<ol style="list-style-type: none"> 1. Any financial requirements must be with the agreement of: Chair/Vice Chair and/or Finance Committee Chair 2. If required, and dependent on banking arrangements, to manage timely transfer of funds between the council’s bank accounts to maintain adequate cash flow and in accordance with the council’s investment policy this must be agreed at a Full Council Meeting. 3. To maintain adequate insurance cover for the Council’s activities and assets and to be discussed with the Chair/Vice Chair and agreed at Full Council. 4. To act as Responsible Finance Officer for the purposes of the Accounts & Audit Regulations with the Finance Chair. 5. To present accounts for payment at a Full Council Meeting for agreement. 6. To provide a draft budget to the council for the forthcoming year and forecast for future years working with the Finance Committee. 7. Other delegations in accordance with financial regulations.
Data Protection and Freedom of Information Possible	<ol style="list-style-type: none"> 1. To have overall responsibility for the council’s publication scheme in conjunction with the Chair and Vice Chair. 2. To be responsible for applying the requirements of the Freedom of Information Act, Data Protection Act and General Data Protection Regulation in conjunction with the Data Protection Officer.
Health, safety and wellbeing in line with Parish Council policies Possible	<ol style="list-style-type: none"> 1. To arrange for and keep the council’s schedule of risk assessments up to date. 2. To take all necessary action to implement actions identified to mitigate risks in the workplace and on council property. 3. To be the responsible officer for all safety purposes prescribed by law.
Information and Communications Technology Possible	<ol style="list-style-type: none"> 1. To be responsible for the provision and management of information and communication technology provided throughout the council in line with current Parish Council Policies and the Data Protection Officer. 2. To report on the need for the replacement of outdated equipment and the purchase of new equipment following discussions with the Finance Committee and then agreed at a Full Council Meeting. 3. To be responsible for the council’s website and any other online presence.

Land and property Possible	<ol style="list-style-type: none"> 1. To purchase goods and supplies in conjunction with the Finance Committee and agreed at Full Council Meetings. 2. To maintain the Council's offices and property as agreed at a Full Council Meeting. 3. To adjust grounds maintenance frequencies in relation to the maintenance of the various open areas for which the Council is responsible as agreed at a Full Council Meeting.
Meetings Possible	To arrange and call meetings of the council, committees and working groups as and when expedient in consultation with the council's Chair and Vice Chair.
Proper Officer Possible	To act as Proper Officer in conjunction with the Chair/Vice Chair for the purposes set out in Standing Orders and for all other purposes prescribed by law.
Staff	There are no other members of staff for whom the Clerk is responsible.
Standing Orders	<ol style="list-style-type: none"> 1. To adhere to the Standing Orders of the council. 2. Arrange for reviews at every Annual General Meeting of the Council.
Urgent business Possible	<ol style="list-style-type: none"> 1. Urgent decisions required between scheduled meetings are to be made between the Clerk in consultation with the council's Chair/Vice Chair. 2. In the absence of the Clerk or if the Clerk is an interested party, she/he will be substituted by the Chair of the Parish Council 3. In the absence of the council's Chair/Vice Chair, or if the council's Chair/Vice Chair is an interested party, he /she will be substituted by another parish councillor. 4. Under this policy, where appropriate, the Clerk along with the Chair/Vice-chair may conclude that an extraordinary meeting of the council be called to deal with the urgent matter. 5. Decisions made under this policy will be forwarded to each Council Member and minuted at the next council meeting.

2. **Reviews**

This policy will be reviewed every 3 years or earlier if required.

Adopted at the Parish Council Meeting on 16th January 2025 (Minute 425)

Revision Control

Revision	Details of Change
1	New