

Littlehampton Town Council

Scheme of Delegation to Officers

1. General

1.1 Powers

This Scheme of Delegation is made pursuant to the Local Government Act 1972 Section 101 and is part of Littlehampton Town Council's Standing Orders.

1.2 Preliminary

- a. Where the Council, a Committee or Sub-Committee or this Scheme of Delegation to Officers gives authority for the doing of any thing, the officer designated shall be entitled to take all necessary steps to complete the task.
- b. Where authority is given but without naming an officer such authority shall be deemed as authorising the Town Clerk to take such steps.
- c. The Town Clerk may exercise the powers delegated to any other Officer, except in relation to those functions allocated to the Deputy Town Clerk and Responsible Financial Officer as Responsible Financial Officer, unless deputising for him or her, within the meaning of section 151 of the Local Government Act 1972 and to the Monitoring Officer within the meaning of subsection 5, 5A of the Local Government and Housing Act 1989.
- d. The Town Clerk is the head of paid service.
- e. The Monitoring Officer for The Town Council is the Arun District Council Monitoring Officer
- f. The Heads of Service for the purpose of this Scheme of Delegation:
 - Deputy Town Clerk and Responsible Financial Officer
 - Assistant Town Clerk
 - Communications and Marketing Manager
 - Events Officer
 - Museum Curator
- g. In the event that a Head of Service's post ceases to exist or his or her responsibilities are transferred to another Head of Service, as the case may be, temporarily or permanently, then the powers given by this Scheme of Delegation shall be exercisable by the officer in whose area of responsibility the power falls to be exercised.
- h. Any reference to an Act of Parliament includes reference to any subordinate legislation made under it and to any modification or replacement of it or of such subordinate legislation.

- i. The Deputy Town Clerk and Responsible Financial Officer shall be the first deputy for the Town Clerk and the Assistant Town Clerk shall be the second deputy if both the Town Clerk and Deputy Town Clerk and Responsible Financial Officer are absent.
- j. The Town Clerk shall deputise for the Responsible Financial Officer in their absence.
- k. This Scheme of Delegation came into effect on 1st June 2014.
- l. Nothing in this Scheme of Delegation shall prejudice the validity of any actions taken by the officers before 1st June 2014 under any previous scheme or delegation.

1.3 Absence of Town Clerk and deputies as set out in paragraph 1.2 i

The Town Clerk may appoint one or more deputies to exercise his or her functions owing to absence or illness and such deputy is or such deputies are authorised to exercise the functions of the Town Clerk pursuant to the Standing Orders, Financial Regulations and this Scheme of Delegation except in relation to those functions allocated to the Deputy Town Clerk and Responsible Financial Officer as Responsible Financial Officer within the meaning of section 151 of the Local Government Act 1972 and subsections 112 to 114A of the Local Government Finance Act 1988, unless he or she is qualified under s 113, and to the Monitoring Officer within the meaning of subsection 5, 5A of the Local Government and Housing Act 1989.

1.4 General Principles

Where decisions are taken by officers under delegated powers the following principles and conditions shall apply:

- a. Powers shall be exercised in accordance with the Policies, Standing Orders and Financial Regulations of the Council.
- b. The officer exercising such power shall give effect to any resolution of the Council, Committee or Sub-Committee upon any matter of principle or policy in relation to the functions concerned.
- c. Where an officer is authorised to take decisions, action to implement such decisions shall be taken in the name of, but not necessarily personally by, that officer but where the officer is the Town Clerk or a Head of Service he or she may authorise any other officer or an officer of another body referred to and by virtue of an agreement under the Local Government Act 1972 Section 113 specifically or generally to take such action either in the name of the Town Clerk or the Head of Service, as the case may be, or the sub-delegate's own name. Such sub-delegation must be evidenced in writing and a copy of the written authority must be sent to the Town Clerk, the Deputy Town Clerk and Responsible Financial Officer and Assistant Town Clerk.
- d. The officer dealing with a matter shall arrange any inter-team or member-level consultation that shall be required. If inter-team agreement is not reached at Head of Service level, the matter shall be referred to the Town Clerk for consideration.

- e. In any case where the officer exercising the power considers that a new departure in policy is likely to be involved, or if the implications are such that the officer considers that such course is necessary, the matter shall be referred to the Town Clerk for consideration before reference to the appropriate body.
- f. Decisions within the meaning of The Openness of Local Government Bodies Regulations 2014 taken by officers shall, where indicated, be reported to the Town Clerk, who shall record the action taken in a register which shall be available for inspection in hard copy and online by Members and the public.
- g. The Town Clerk may decide to seek Council, Committee or Sub-Committee authority rather than to exercise delegated authority in any matter.
- h. The exercise of delegated authority shall be subject to there being appropriate and adequate budgetary provision both in the year of exercise and future years. Where an officer, 'the instructing officer', requests another officer to exercise powers delegated to the other officer the instructing officer shall ensure that appropriate and adequate budgetary provision has been made.
- i. The exercise of delegated authority shall be documented in the prescribed form, including the use of any electronic database, and copies sent to the Town Clerk and Deputy Town Clerk and Responsible Financial Officer.
- j. Any decision which could attract legal liability to the Council shall be taken in consultation with the Town Clerk – see 1.2 j.
- k. Any decision which has financial implications shall be taken in consultation with the Council's Responsible Financial Officer, within the meaning of the Local Government Act 1972 section 151 – see 1.2 j.
- l. Any decision which could involve the exercise by the Council's Monitoring Officer of any of his or her powers shall be taken in consultation with him or her or in his or her absence, the Deputy Monitoring Officer.
- m. The exercise of functions delegated under the Scheme of Delegation shall have regard to all relevant considerations and shall not take into account irrelevant matters. In particular officers exercising delegated authority must take proper account of the Council's duties to promote compliance with the Convention rights scheduled in the Human Rights Act 1998, to reduce crime and disorder, to promote harmonious race relations and to assess and manage relevant risks.

2. Powers Delegated to Officers

Function	Delegated to	Deputy	Consultation
<p>2.1 Appointment of Staff</p> <p>a. The selection, interview and appointment of candidates for appointment to all posts on the establishment not specifically the responsibility of the Council. See Appendix 1 for the interview panel criteria.</p> <p>b. The temporary appointment of relief staff where essential during periods of absence through maternity, sickness or holidays or as a result of resignation.</p>	<p>Town Clerk and Heads of Service within the criteria of Appendix 1</p> <p>Town Clerk</p>	<p>None</p> <p>Deputy Town Clerk and Responsible Financial Officer</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p> <p>Deputy Town Clerk and Responsible Financial Officer</p>
<p>2.2 Discipline and Dismissal of Staff</p> <p>The discipline of all employees and, with the agreement of the Town Clerk, the dismissal of any employee in accordance with the Council's disciplinary procedures.</p>	<p>Town Clerk and Heads of Service</p>	<p>None</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>
<p>2.3 Overtime, Leave etc</p> <p>a. The authorisation of overtime working by personnel where unavoidable.</p> <p>b. The approval of the carrying over of more than the automatic entitlement of up to 3 days annual leave.</p> <p>c. Approval of taking more than 2 weeks consecutive leave.</p>	<p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p>	<p>Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.</p> <p>Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.</p> <p>Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.</p>	<p>Heads of Service</p> <p>None</p> <p>Deputy Town Clerk and Responsible Financial Officer</p>

d. The granting of concessionary leave on compassionate grounds up to seven days a year.	Town Clerk	Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	Deputy Town Clerk and Responsible Financial Officer
e. The granting of unpaid leave in accordance with the Council's local conditions of service.	Town Clerk	Assistant Town Clerk 1. Deputy Town Clerk and Responsible Financial Officer 2.	Deputy Town Clerk and Responsible Financial Officer
f. The authorisation of timesheets, mileage and Subsistence claims and other expenses.	Town Clerk	Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	Deputy Town Clerk and Responsible Financial Officer
2.4. Adjustment to Staffing The authorisation of minor regrading and accelerated increment progression within grade.	Town Clerk	None	Deputy Town Clerk and Responsible Financial Officer
2.5 Visits etc The authorisation of attendance by staff at such meetings, discussion groups, exhibitions, and conferences as may appear to be desirable in the interests of the Council and the granting of any reasonable and proper expenses.	Town Clerk, Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	Assistant Town Clerk	None
2.6 Entertainment The incurring of expenditure on the reception and entertainment by way of official courtesy of persons representative of or connected with local government or other public services whether inside or outside the United Kingdom in the sum not exceeding an annual total of £500.	Town Clerk	Deputy Town Clerk and Responsible Financial Officer	None

2.7 Contracts*

- a. In relation to his or her area of responsibility, the acceptance of tenders where required and the entering into of contracts for supplies or services or the carrying out of works in line with Contract Standing Orders.
- b. The compilation of select lists of tenderers.
- c. The selection of suitable persons for contracts in line with Contract Standing Orders.

*The exercise of the power given by Paragraph 2.7 shall be subject to the requirements of Contract Standing Orders and all other requirements relating to the Council's contracts.

2.8 Licences, Notices etc.

- a. Subject to this Scheme of Delegation the determination of any application for permissions, consents or licences or for registration.
- b. The issue and service of any notice, fixed penalty notice or requisition for information concerned.
- c. The carrying out of works in default following non-compliance with any notice.

Town Clerk	Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	Deputy Town Clerk and Responsible Financial Officer
Deputy Town Clerk and Responsible Financial Officer	Town Clerk	Assistant Town Clerk 1.
Town Clerk	Assistant Town Clerk 1. and Deputy Town Clerk and Responsible Financial Officer 2.	Deputy Town Clerk and Responsible Financial Officer
Town Clerk	Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	None
Town Clerk	Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	None
Town Clerk	Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	Deputy Town Clerk and Responsible Financial Officer

d. Subject to Paragraph 4.1 – legal proceedings, the management of any appeal, challenge or objection process against or in support of any of the Council’s decisions.	Town Clerk	Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	Deputy Town Clerk and Responsible Financial Officer
2.9 Contract Standing Orders etc The taking of any action authorised by Contract Standing Orders and Financial Regulations.	Town Clerk	Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	None
2.10 Consultation Responses The responding to formal consultations from external organisations.	Town Clerk	Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	Relevant Committee Chair

3. Powers Delegated Solely to The Town Clerk

Function

3.1 Urgency

The taking on the Council’s behalf of any action requiring urgency.

Deputy	Consultation
Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.	Town Mayor or Deputy Mayor for Council matters. Relevant Committee Chair where matter delegated to Committee and Deputy Town Clerk and Responsible Financial Officer where finance is involved.
Deputy Town Clerk and Responsible Financial Officer	Deputy Town Clerk and Responsible Financial Officer and Heads of Service

3.2 Staff

a. The confirmation or otherwise of appointments on completion of probationary period.

<p>b. The implementation of the Council's approved training policy including the assessment of training needs, the approval of attendance at courses as necessary and the determination of appropriate conditions.</p>	<p>Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.</p>	<p>Deputy Town Clerk and Responsible Financial Officer and Heads of Service</p>
<p>c. The determination of the need to fill vacant posts and the advertising of any vacancy in the Council's establishment – Subject to Appendix 1.</p>	<p>Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.</p>	<p>Deputy Town Clerk and Responsible Financial Officer and Assistant Town Clerk – where that post has line management responsibilities</p>
<p>d. The implementation of all the conditions of service on which the Council's staff are employed.</p>	<p>Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>
<p>e. The application of all legislation and regulations relating to industrial relations, employment and health and safety.</p>	<p>Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>
<p>f. The application of the Pensions Regulations including admissions to the scheme.</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>
<p>3.3 Planning Applications etc. The seeking of planning permission by the Council.</p>	<p>Assistant Town Clerk</p>	<p>None</p>
<p>3.4 Elections The taking of any action required in connection with the organisation or holding of local elections or referenda.</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>	<p>None</p>
<p>3.5 Emergencies, disasters and emergency planning The exercise of the Council's powers in respect of emergencies, disasters and emergency planning.</p>	<p>Assistant Town Clerk 1 and Deputy Town Clerk and Responsible Financial Officer 2.</p>	<p>None</p>
<p>3.6 Planning Agreements The entering into of planning or other agreements regulating or controlling the use or development of land.</p>	<p>Assistant Town Clerk</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>

<p>3.7 Asset Management The determination as land owner or landlord of applications for licences, consents and permissions in respect of the Council's buildings or land</p>	<p>Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.</p>	<p>Chair of Property and Personnel Committee – excluding allotments, rental, room or hall hire</p>
<p>3.8 Community Safety The implementation of the Council's policies regarding community safety and the reduction of crime and disorder.</p>	<p>Assistant Town Clerk</p>	<p>None</p>
<p>3.9 Leisure Functions The exercise of the Council's functions relating to the provision and management of recreational facilities and activities.</p>	<p>Assistant Town Clerk</p>	<p>None</p>
<p>3.10 Leisure Management and Maintenance etc The management and maintenance of parks, gardens, open spaces, recreational facilities, museums, youth centres and allotments within the Council's ownership or control.</p>	<p>Assistant Town Clerk 1, Deputy Town Clerk and Responsible Financial Officer 2.</p>	<p>None</p>
<p>3.11 Social Wellbeing The exercise of the Council's functions concerning social wellbeing.</p>	<p>Assistant Town Clerk</p>	<p>None</p>
<p>3.12 Anti-social behaviour The taking of any action to combat anti-social behaviour.</p>	<p>Assistant Town Clerk</p>	<p>None</p>
<p>3.13 Community Development The implementation of the Council's policies regarding community development.</p>	<p>Assistant Town Clerk</p>	<p>None</p>
<p>3.14 Parking The exercise of the Council's functions regarding off-street parking.</p>	<p>Assistant Town Clerk</p>	<p>None</p>

<p>3.15 Events, Tourism, Arts and Sports The exercise of the Council's functions regarding Events and Tourism.</p>	<p>Events Officer 1. Assistant Town Clerk 2.</p>	<p>Events Officer</p>
<p>3.16 Community Centres The exercise of the Council's functions regarding community and youth centres.</p>	<p>Assistant Town Clerk 1. and Deputy Town Clerk and Responsible Financial Officer 2.</p>	<p>Assistant Town Clerk</p>
<p>3.17 Publicity and Progress Newsletter The exercise of the Council's functions regarding publicity and the Progress newsletter.</p>	<p>Communications and Marketing Manager</p>	<p>Communications and Marketing Manager</p>
<p>3.18 Allotment Management The exercise of the Council's functions relating to its allotments, including, in line with policies:</p> <ul style="list-style-type: none"> a. The administration and collections of fees and charges. b. Letting of vacant plots. c. Ensuring adherence to the allotment rules and regulations. d. The resolution of disputes. e. The promotion of allotments. f. The repossession of plots. 	<p>Assistant Town Clerk 1. PA to the Town Clerk 2.</p>	<p>Assistant Town Clerk</p>
<p>3.19 Grants and Service Funding Agreements The exercise of the Council's functions regarding grants and service funding agreements.</p>	<p>Assistant Town Clerk</p>	<p>Assistant Town Clerk</p>
<p>3.20 Highways Functions and Other Delegated Function The delivery of any such scheme that has been approved by Council.</p>	<p>Assistant Town Clerk</p>	<p>Assistant Town Clerk</p>
<p>3.21 Non-Strategic Policies The making of minor amendments to ensure the policies are contemporaneous and remain legal.</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>

<p>3.22 Buses, Bus Services and Bus Shelters The exercise of the Council's functions regarding buses, bus services and bus shelters.</p>	Assistant Town Clerk	Deputy Town Clerk and Responsible Financial Officer
<p>3.23 Complaints, Freedom of Information and Data Protection The delivery of the Council's responsibilities arising from complaints and requests under Freedom of Information and Data Protection.</p>	Deputy Town Clerk and Responsible Financial Officer 1, Assistant Town Clerk 2.	None
<p>3.24 Mayoralty The exercise of the Council's functions regarding the Mayoralty.</p>	Deputy Town Clerk and Responsible Financial Officer 1 and PA to the Mayor 2, PA to Town Clerk 3.	The Town Mayor or Deputy Mayor
<p>3.25 Other Town Council Property, Land and Equipment The exercise of the Council's responsibilities and functions regarding any land, building or equipment owned by or licensed to or otherwise in the keeping of the Town Council.</p>	Deputy Town Clerk and Responsible Financial Officer 1, Assistant Town Clerk 2.	None
<p>3.26 Charge Card To be used in line with Financial Regulations.</p>	*Deputy Town Clerk and Responsible Financial Officer *In accordance with Financial Regulation 7.18	None
<p>3.27 Purchases To approve purchases within Budget and in line with the Council's Standing Orders and Financial Regulations</p>	Assistant Town Clerk 1 and Responsible Financial Officer 2. Amenity Team Leader up to £150	Deputy Town Clerk and Responsible Financial Officer
<p>3.28 Mayor's Discretionary Fund Funding approved by Town Clerk on the recommendation of the Mayor.</p>	Deputy Town Clerk and Responsible Financial Officer	Deputy Town Clerk and Responsible Financial Officer to report to Council at next meeting

<p>3.29 Legal Proceedings – subject to Standing Orders</p> <p>a. The institution, prosecution or termination of any proceedings which the Council is empowered to undertake in or before any court, tribunal or inquiry.</p> <p>b. The defence or settlement of any proceedings brought against the Council.</p> <p>c. The taking of any action incidental or conducive to or which would facilitate any action under this Paragraph 3.29.</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>	<p>Town Mayor or Deputy Mayor</p>
<p>3.30 Writing off Debts* The writing off of debts not exceeding £500. *In accordance with Financial Regulation 11.6.</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>	<p>Chair of Policy and Finance Committee</p>
<p>3.31 Cheque Signing The signing of petty cash cheques as agreed from time to time in line with Financial Regulations.</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>	<p>None</p>
<p>3.32 Authorisation of Payments Authorisation of invoices for payment.</p>	<p>Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.</p>	<p>None</p>
<p>3.33 Salaries To pay salaries monthly as per agreed pay scales.</p>	<p>Deputy Town Clerk and Responsible Financial Officer 1. Assistant Town Clerk 2.</p>	<p>None</p>
<p>3.34 Museum Collection Care The day-to-day management of the Museum collection, including acquisitions, disposals, display, exhibitions and presentation, all within Council policies.</p>	<p>Museum Curator 1. Assistant Town Clerk 2.</p>	<p>Deputy Town Clerk and Responsible Financial Officer</p>
<p>3.35 Websites The day-to-day management of the Town Council’s websites including material and editorial control of the content in line with Council policies.</p>	<p>Communications and Marketing Manager 1. Deputy Town Clerk and Responsible Financial Officer 2.</p>	<p>None</p>

4. Powers Delegated to The Deputy Town Clerk and Responsible Financial Officer in Consultation with the Town Clerk

Function	Consultation
4.1 Insurance The making of payments into the insurance fund and the settlement of any claims where the Council's insurers may be involved.	Town Clerk
4.1 Investments The investment of available funds on appropriate terms.	Town Clerk
4.1 Payments The making of any payments due.	Town Clerk
4.1 Asset Management The management and maintenance of the Council's property portfolio.	Town Clerk
4.1 Investment Transfers The transfer of funds between the Council's bank or investment accounts including transfers to new fixed deposits.	Town Clerk
4.1 Earmarked Reserves In line with Financial Regulations to earmark relevant underspends at year end.	Town Clerk and Report to Council
4.2 Mayor's and Deputy Mayor's Allowances To pay in line with policy	Town Clerk
4.3 Councillor's Allowances To pay in line with policy	Town Clerk

5. Proper Officer Appointments

5.1 Local Government Act 1972

	Proper Officer	Deputy
S83 1 – members’ acceptance of office	Town Clerk	Deputy Town Clerk and Responsible Financial Officer
S84 – resignation of members	Town Clerk	Deputy Town Clerk and Responsible Financial Officer
S88 2 – filling of casual vacancy	Town Clerk	Deputy Town Clerk and Responsible Financial Officer
S89 1b – filling of casual vacancy	Town Clerk	Deputy Town Clerk and Responsible Financial Officer
Part VA – access to information	Town Clerk	Deputy Town Clerk and Responsible Financial Officer
S115 2 – account for money	Deputy Town Clerk and Responsible Financial Officer	Town Clerk
S146 1a and b – transfer of securities	Deputy Town Clerk and Responsible Financial Officer	Town Clerk
S151 – financial administration	Deputy Town Clerk and Responsible Financial Officer	Town Clerk
S225 1 – deposit of documents	Town Clerk	Deputy Town Clerk and Responsible Financial Officer
S229 5 – public inspection of documents	Town Clerk	Deputy Town Clerk and Responsible Financial Officer
S234 1 and 2 – authentication of documents	Town Clerk	Deputy Town Clerk and Responsible Financial Officer
Schedule 12 – Council minutes	Town Clerk	Deputy Town Clerk and Responsible Financial Officer
Schedule 14 Para. 25 7 – public health resolutions	Town Clerk	Deputy Town Clerk and Responsible Financial Officer

5.2 Any other provision for which arrangements are not specifically made under this Scheme of Delegation

Proper Officer Town Clerk	Deputy Deputy Town Clerk and Responsible Financial Officer
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6. Authorisation to Enter Land or Premises

6.1 General

- a. This authorisation authorises those Officers named in Paragraph 1.2 f to enter land or premises for or in connection with their duties and pursuant to the functions mentioned.
- b. The authority to enter land or premises shall be exercisable subject to any statutory constraints and Paragraph 1.
- c. A reference to any Act shall include reference to any amendment or re-enactment and any subordinate legislation.
- d. 'Head of Service' shall have the same meaning as in Paragraph 1.2 d.
- e. In the event that a post ceases to exist or the name of the post is changed or the responsibilities of that post are transferred to another post, temporarily or permanently, then the authority given by this authorisation shall be exercisable by the officer in whose area of responsibility the right to enter falls to be exercised.
- f. The right to enter given by Paragraph 6 shall extend to the exercise of the power to make inspections, to provide samples and to examine and seize goods.
- g. A person authorised to enter land may take with him or her such other persons and equipment as may be necessary.
- h. This authorisation entitles a person authorised to enter land to seek a warrant to enter.
- i. The authorisation of an officer to enter land shall be taken as the appointment of that officer among other things for that purpose.

6.2 All Purposes

The following are authorised to enter land or premises for any purposes for which the Council is empowered to authorise entry:

Town Clerk
The Deputy Town Clerk and Responsible Financial Officer
Assistant Town Clerk

Member Involvement in The Interview Process

Town Clerk	<ul style="list-style-type: none"> • An Extraordinary Meeting of Property and Personnel Committee to be called within 7 days of resignation to agree process to fill vacancy. • Interview panel to comprise Mayor and Chair of Property and Personnel, Deputy Mayor or Vice Chair in their absence, and a third Member to achieve some political balance. • Advice to panel from Town Clerk and, or a Town Clerk from another Quality Town Council.
Deputy Town Clerk and Responsible Financial Officer	<ul style="list-style-type: none"> • Two Members from the Mayor, Deputy Mayor, Chair of Policy and Finance and Chair of Property and Personnel, together with the Town Clerk. • Further advice to be sought from the Responsible Financial Officer from another Best Value and Quality Town Council.
Assistant Town Clerk	<ul style="list-style-type: none"> • Two Members from the Mayor, Deputy Mayor, Chairs of Policy and Finance, Property and Personnel or Community Resources Committees, with the Town Clerk.
PA to Town Clerk	<ul style="list-style-type: none"> • Town Clerk and Deputy Town Clerk and Responsible Financial Officer
Management Team – Communications and Marketing Manager, Museum Curator, Community Resources Officer	<ul style="list-style-type: none"> • One Member from the Chair or Vice Chair of the Community Resources or Property and Personnel Committees with the Town Clerk or Deputy Town Clerk and Responsible Financial Officer or Assistant Town Clerk. Museum Curator: advice from West Sussex Museums Council
Mayor's Secretary	<ul style="list-style-type: none"> • Mayor or Deputy Mayor, Town Clerk and Deputy Town Clerk and Responsible Financial Officer
All other staff	<ul style="list-style-type: none"> • At least one of Town Clerk, Deputy Town Clerk and Responsible Financial Officer and Assistant Town Clerk.

Approved by Full Council 15th October 2020 – Reviewed 6th July 2021 – Minor changes.