



Organisational Structure of the Parish Council

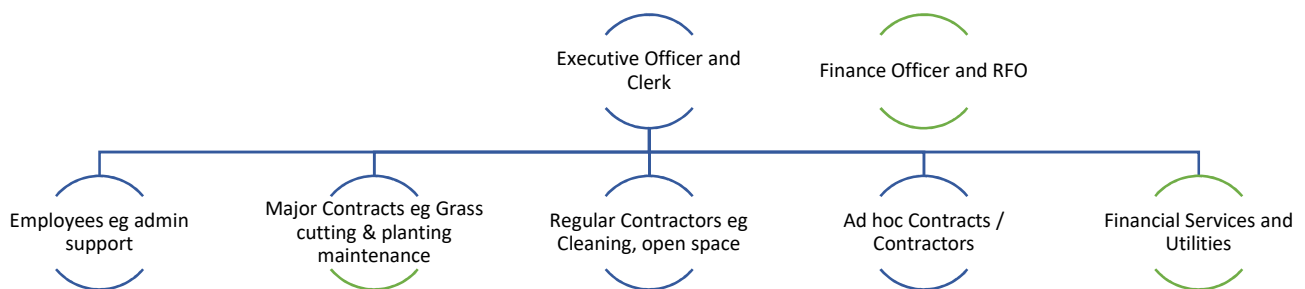
The Organisational Structure of the Parish Council sets out the roles of paid employment of the Council.

The council maintains a small team of employees to manage the Council, look after facilities and provide services within the parish.

The Council contracts for a number of larger services. These contracts are reviewed from time to time through the Council's procurement policy and opportunities to quote are provided on the parish council website.

The Executive Officer and Clerk is the principal officer of the Council and is line managed by Councillors. The Executive Officer is responsible for managing improvement projects and contracts for services. All other employees and operational contractors report to the Executive Officer.

The Council also employs a Finance Officer who reports directly to Councillors. The Finance Officer manages the Council's budget and financial services such as payroll, banking and audit. The Finance Officer is the secondary officer of the Council and may deputise for the clerk.



Delegation of functions

The Executive Officer is responsible for agreeing (in consultation with councillors) a number of employment matters set out in the Council's employment policies. This includes changes to employee working times, locations, leave, overtime and travel expenses within agreed budgets etc.