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# Documentation Policy (Managing Documentation)

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## Slinfold Parish Council

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2015

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# **Slinfold Parish Council – Documentation Policy**

## Introduction

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk who is the Responsible Financial Officer is responsible for all financial records of the Council

The purpose of this policy is to guide both Councillors and Officers of the Council as to the procedures for managing documentation

## Receiving Documentation

To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.

Under normal circumstances, the Clerk, as the Proper Officer of the Council receives consultations. At the earliest opportunity, details of the consultation will be sent to Councillors together with the response deadline date.

## Considering Consultations

The Clerk in the first instance will consider whether the consultation is one that requires a council response (many consultations ask for individual responses). When it is considered that the PC should respond, then it will be included for consideration at the next available or appropriate PC meeting. If there is doubt as to whether the PC would like to respond, the Clerk will canvass views from Councillors.

## Responding to Consultations

Consultations will be emailed to Councillors for review in advance of the PC meeting. Councillors will be asked to review the consultation and note any matters to which the PC may like to comment on. At the PC meeting Councillors views will be considered and the PC's collective response agreed.

On occasion, the Parish Council may delegate the response on behalf of the PC to a Committee, Group of Councillors or an individual Councillor but that response should be sent by the Clerk on behalf of the PC.

If Councillors responds to a consultation in a personal capacity, they must make it clear that they are commenting in a personal capacity and not expressing the views of the Council. The name of the Council should not be cited either in any heading, content or sign off.