

To agree Taverham Parish Council organisation structure

The Local Government Transparency Code requires that town and parish councils the size of Taverham Parish Council publish their organisation structure on their website.

The Council is a corporate body and makes decisions as a single entity. The Clerk is the Proper Officer and acts as a CEO. The Clerk reports directly to the Council as a whole and is responsible for managing the Council's workforce. In smaller councils, the Clerk is also the Responsible Finance Officer (RFO) and acts as a Chief Finance Officer. It is also quite customary in medium/large councils for the Clerk to be RFO but for the council to also have an ordinary finance officer to manage the day-to-day accounts. In instances where the Clerk is not the RFO it is usual for the Clerk to have direct responsibility for the RFO. However, this is **not** the case at Taverham Parish Council.

Taverham Parish Council's previous Clerk was also the RFO. In October 2007 the Council agreed to split the role upon the retirement of the Clerk at the time. It was the Council's view that the financial responsibilities of the RFO was of equal value to the functions of the Clerk and was therefore worthy of the same hourly pay.

In November 2007 the Council employed a Deputy Clerk and in September 2008 a Deputy RFO joined the team. Upon the Clerk's retirement the deputies became Clerk and RFO on the same hourly pay and with equal contractual terms, and this has remained unchanged since.

Taverham Parish Council's Clerk is responsible for all members of staff with the exception of the RFO. Various Council policies state to whom members of staff report, and whom to report to in the absence of their "line manager". The organisation structure below accurately reflects the current working practices and adheres to Taverham Parish Council policies.

The Council is requested to confirm the organisation structure for Transparency Code requirements for publication on the Council's website.

