

Briefing Note

Forward Plan 2017-18

1.0 BACKGROUND

1.1 On May 4 2017, quadrennial parish council elections were held. This is the start of a four year term of office for all councillors. At the annual council meeting being held on 18 May 2017, all councillors will be involved in electing a new chair, vice chair and volunteering to take on extra responsibilities.

1.2 In order for this council to comply with best practice for its management and governance, and to put in place measures that will enable it to achieve the next stage of the Local Government Award Scheme, there are a range of policies and documents that need to be agreed and published. A list of them is attached to this briefing note, together with an indication of how complex they may be to implement and their approximate cost.

1.3 It is important for councillors to appreciate that creating these documents requires active participation, and that adopting them means that their future decision making will be informed by what has been agreed.

2.0 COUNCIL MANAGEMENT

2.1 The first list (Appendix 1) contains items that the council is advised to have in place. For most of them, Cornwall Council provide templates that require adapting to local requirements.

2.2 The Community Emergency Plan and Safeguarding Policy are straightforward documents that the Clerk can coordinate with support from councillors who have specialised knowledge or experience.

2.3 The Neighbourhood Development Plan has already been agreed, and a project manager appointed. There will be opportunities for all councillors to participate in the creation of this plan as the PM starts to work his way through.

2.4 Delegated powers and authority is a list of tasks and circumstances that will allow the chair, vice chair or clerk to take decisions outside of a public meeting. CALC has standard lists of what is usually permitted, but it will need the agreement of all councillors before being properly implemented. Clerk can compile this list.

3.0 LOCAL COUNCIL AWARD SCHEME

3.1 The parish council submitted its application for Foundation Status in December 2016, and is waiting for its assessment. The scheme is set up to encourage continuous improvement in the council's work, and for this reason,

councillors are being asked to approve the adoption of a series of policies and procedures. Their introduction will be phased throughout the year in readiness for submission for our next stage in LCAS (Quality). (Appendix 2)

4.0 COUNCILLOR RESPONSIBILITIES

4.1 Initial results of the first Neighbourhood Development Plan survey showed a list of priorities that residents had identified. At the start of the council year, councillors usually volunteer to take on a specific role for additional representation within the parish (eg, Sports, Transport etc). The proposal in this document (Appendix 3) is for councillors to adopt a more engaging and active role in addressing the priorities where they can be combined with the duties and responsibilities of the council.

4.2 The proposal is that councillors should agree a list of roles and their responsibilities, together with a timetable for reporting back to the parish council. Councillors may wish to retain or discard any of the former office holder positions that have previously agreed, and create new ones appropriate to their function.

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Appendix 1

Council Management

Item	Duty?	Complexity?	Cost
Community Emergency Plan	Advisory	Medium. Templates available.	Low
Safeguarding Policy	Advisory	Medium. Templates available.	
Neighbourhood Plan	Advisory	High. Consultant required.	Funding available, plus use of reserves.
LCAS Quality	Advisory	Low	£100
Delegated authority	Compulsory	Medium	Low

Appendix 2

Local Council Award Scheme

Item	Level	Complexity?	Cost
Health & Safety Policy	Quality	Simple. JT.	£0
Equality Policy	Quality	Simple. Clerk.	£0
Community Engagement Policy	Quality	Simple. Draft ready	£0
Councillor profiles	Quality	Simple. Photos and short biog for website and PNB	£5
Action plan and budget for engagement	Quality	Simple. Has been included in 2017 Budget	£500 (hustings, APM and report)
Scheme of delegation	Quality	Simple. Most items already in Standing Orders.	£0
Qualified clerk	Quality	Medium. Waiting for assessment prior to submission.	£0

Appendix 3

Office Holders

Position	Duties & responsibilities	Representation	Reporting
Chairman	In charge of public meetings Keeps order All business properly considered Gives councillors chance to speak	Neighbourhood Development Plan Links to Liskeard Town Council Community Network Area	Monthly at public meetings
Vice Chairman	Supports chair and can delegate for them.	Shares responsibility for above	Monthly at public meetings
Allotments link councillor	Keeps records of allotment holders First point of contact for inquiries Resolves disputes	Links to National Allotments Society.	TBA
Community Safety link councillor	Combines Police Liaison Officer and Neighbourhood Watch. Includes all community safety issues that affect the parish First point of contact for residents with CS issues	Police Have Your Say group Neighbourhood Watch	TBA
Poads Trust Representative	Links aspects of the new Neighbourhood Plan to resources and capacity of Poads Trust.	Represents council on Poads Trust management committee.	TBA
Parochial Church Council link councillor	Develops and promotes positive working relationships	Requires negotiation with PCC.	TBA

	with PCC, especially in relation to church and graveyard maintenance.			
Parish Hall Committee link councillor	Supporting and promoting engagement between the PHC and parish council.	Seat on parish hall committee?	TBA	
Sports Association link councillor.	First point of contact for sports and recreation issues. Keeping up to date with future needs and facilities. Improvement of offer.	Seat on Menheniot Sports Association committee?	TBA	
Playground Maintenance link councillor	Maintenance and repairs to equipment. Link to annual inspection.	Reports back to parish council on safety and maintenance issues.	TBA	
Paths & Stiles link councillor	Maintenance and repairs to paths and stiles. First point of contact for residents with path/stile issues	Reports back to parish council on maintenance and access issues.	TBA	
Transport link councillor	Voice for council and residents on transport issues, including bus, train and community transport.	Reports back to parish council on community issues.	TBA	
Old School Trust link councillor	Supporting and promoting engagement between MOST and parish council.	Attends MOST committee meetings.	TBA	