

Proposal to The Ivers Parish Council Meeting June 2021

From Cllr. Julie Cook

Regarding: Parish Council Committee Structure

Overview of this proposal

The Key Reference document to be read in conjunction with this proposal is appendix 6.1 from 17 May 2021 meeting. The document is entitled *Report on Council Meetings, structure, membership and Terms of Reference*. It is available on the Council's website as part of the papers from that meeting.

Councillors have explored a number of options and considerations on how we could arrange the committee structure. In doing this common requirements and themes emerged regarding committee structures. These being:

- no duplication
- the community expect Councillors to know about the resources of council - that is the funds, expenditure and workforce
- we need to have short-term working parties on specific topics or projects
- involve the community in working parties

Councillors have identified that they wish to ensure the following:

- improved communications and involvement with the community
- listing of projects / initiatives maintained and circulated (project management reporting convention)
- understanding of our capabilities to deliver (resources available: time, money, and in house expertise)
- establishing what we want to achieve and reflecting this in the work of the committees
- clearly identifying recurring work (business as usual) and that this (BAU) is executed by the Council Officers and Councillors provide governance and strategy to this
- whereas special initiatives / projects are to be Councillor lead (with support as needed) and have specific timeframes and objectives
- be clear on what is the role of Council and Councillors and understanding of why each of us want to be a Councillor so that we may best harness our expertise and passion

Parish Council Committee Structure

1. Monthly Parish Council meetings as per appendix 6.1
 - a. Specific improvement / effectiveness section is identified and reported on at each meeting. Possible content for this are includes the Parish Website; IT infrastructure; Community Communications approaches; innovations and comparisons from other Parish Councils, benchmarking etc
2. Planning Committee meetings as per appendix 6.1 but with changes
 - a. allow to be virtual meetings
 - b. maximum number increased from 9 to 12 (to allow for quorate = 4) but that all Councillors are encouraged to attend and participate

- c. have standing orders amended as needed to allow invited members of the community / residents' associations to become non-voting members of the planning committee **OR** to leave standing orders as is and allow invited members to have voting rights.
 - d. Other operational changes to help the workload including the possibility of a short term and shared resource which is a planning expert (this would need to be a separate proposal and that person would not committee member as such)
- 3. HR Committee -no separate committee and items to be included in Parish Council Meetings - this will probably be a part 2 item in many instances but not always
- 4. Finance Committee - no separate committee and items to be included in Parish Council Meetings
- 5. Neighbourhood Planning Committee returns to being a subcommittee which report to Planning Committee.
 - a. The structure of the NH Planning subcommittee which comprises Councillors, Residents and Residents Associations as members remains unchanged
 - b. Invited residents are able to join working parties that the subcommittee may require
- 6. Facilities and Events Committee
 - a. Stays as is proposed in appendix 6.1 for a period of one year and then review this situation.
 - b. However, the Committee draws on the use of working parties to action specific initiatives
 - c. The Committee makes other changes as needed to improve the operational effectiveness and reporting of the Committee
- 7. Open Spaces and Highways
 - a. Stays as is proposed in appendix 6.1 for a period of one year and then review this situation.
 - b. However, the Committee draws on the use of working parties to action specific initiatives
 - c. The Committee makes other changes as needed to improve the operational effectiveness and reporting of the Committee

Recommendations

1. Councillors discuss the above proposal at the Parish Council meeting on 21 June 2021.
2. Once decisions are made regarding the structure that we then identify who wishes to be on the following committees:
 - a. Facilities and Events
 - b. Open Spaces and Highways
3. The Parish Clerk convenes at the earliest possible date a brief virtual meeting of both the Facilities and Open Spaces committees to facilitate the election of a Chair and Vice Chair for those committees. Once the office holders are elected they can then make subsequent arrangements regarding normal meetings as needed.
4. Planning Committee has already determined the role of Chair therefore we only need to determine who wishes to be on this committee. The next meeting of the Planning Committee will then determine the Parish representatives on the Neighbourhood plan

subcommittee and make arrangements regarding invitations to residents and Residents Associations to join the committee.