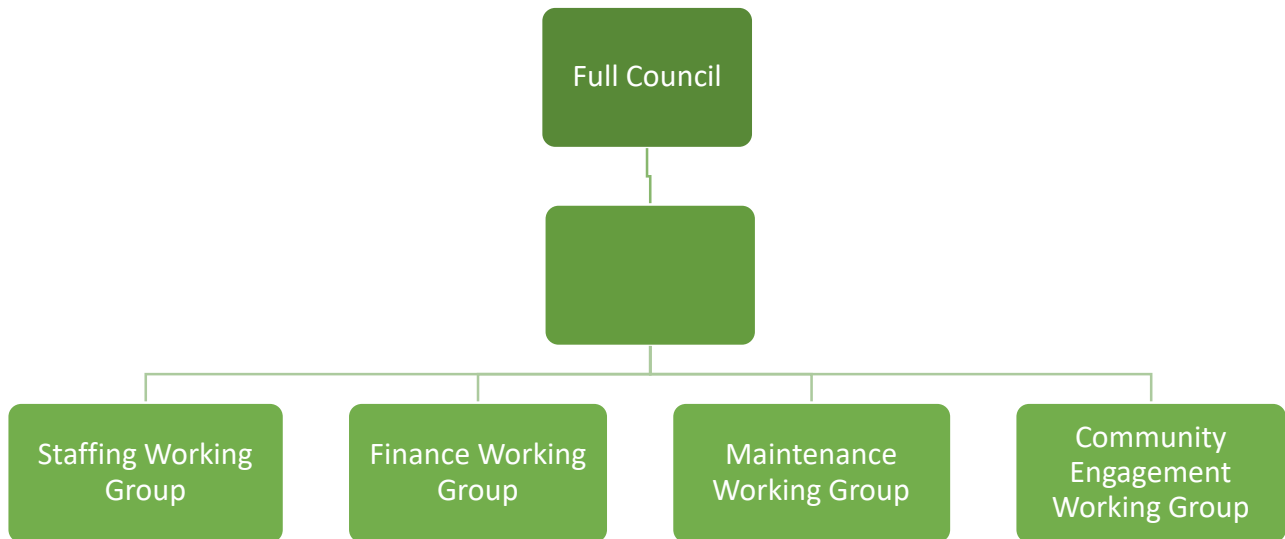


Council Structure 2024-25

Full Council Meetings

Working Groups



Council Members

Cllr Stuart (Chair), Cllr Rees (Vice-Chair), Cllr Brown, Cllr Chown, Cllr Coldrick, Cllr Freeman Cllr Room
(Two vacancies)

Working Groups

Staffing Working Group: Cllr Brown, Cllr Coldrick, Cllr Rees (substitute member required)

Finance Working Group: Cllr Brown, Cllr Rees, Cllr Room (substitute member required)

Maintenance Working Group: Cllr Chown, Cllr Coldrick, Cllr Room (substitute member Cllr Brown)

Community Engagement Working Group: Cllr Brown, Cllr Freeman, Cllr Stuart
(substitute member Cllr Room)

Terms of Reference

Full Council

Members of the parish council meet once a month (excluding April, August and December) to which members of the public & press are welcome to observe. The Council discuss all aspects of Council business and make decisions on financial, planning and governance aspects of the Council. Meetings are run in accordance with the council's adopted Standing Orders.

The following matters are reserved for decision by Full Council, but the appropriate Working Groups may make recommendations for the Council's consideration:

- The setting of the precept
- Borrowing money
- Making, amending, or revoking Standing Orders, Financial Regulations and the Scheme of delegated authority to the Clerk
- Making, amending, or revoking by-laws
- Making of Orders under Statutory Powers
- Matters of principle or policy
- Addressing recommendations in any report from the Internal and External Auditors
- Nomination or appointment of representatives of the Parish Council on an authority, organisation or body
- Nomination of members of all standing Working Groups
- New powers or duties
- Nomination or appointment of representatives of the Parish Council to any enquiry on matters affecting the parish
- To receive and adopt the Annual Governance and Accountability Return
- To receive and sign off the Annual External Audit and Return
- To receive reports and recommendations referred to Full Council from the Working Groups
- To set up other direct reporting working groups as necessary
- To authorise the sealing of various documents with signatures of two parish councillors
- To appoint representatives on outside bodies or joint bodies
- To confirm the schedule of meetings of Full Council and the Working Groups for the ensuing year
- To receive petitions and deputations from members of the public or any organisations
- Any other matters not delegated to a committee or officer or that has been referred to Full Council by a committee or officer.

Staffing Working Group

Purpose

This Working Group has been created to monitor and investigate staffing matters. The Working Group will be led by Councillors, including key officers tasked with providing information.

The Working Group has no statutory role and has no formal decision-making powers. It makes recommendations to the Full Council.

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This Working Group is appointed to make recommendations on all staffing matters to the Full Council where appropriate.

Membership of the Staffing Working Group

- The Staffing Working Group is to consist of three councillors as a minimum. The Chair of the Parish Council should not be a member of the Working Group.
- The quorum for the Working Group meetings shall be at least three Councillors.
- A substitute working group member will be appointed to help with meeting quoracy and any potential conflict of interest with another working group member.
- The Working Group may appoint its own Chairman.
- The Chairman and Vice Chairman of the Council are ex-officio members.

Meetings

- The Staffing Working Group shall meet bi-annually, and as and when required.
- An agenda of items to be discussed shall be circulated to all councillors three clear working days before the meeting.

Role of the Staffing Working Group

- To establish and keep under review the staffing structure in consultation with the Full Council.
- To make recommendations to the Full Council including drafting, implementing, reviewing, monitoring and recommended revisions to staffing policies.
- To make recommendations to the Full Council regarding the establishment and review of staff salary pay scales for all categories of staff.
- To make recommendations to the Full Council regarding the recruitment and appointment of staff.
- To make recommendations to the Full Council regarding the execution of new employment contracts and changes to contracts.
- To review and make recommendations to the Full Council on revisions to employment contracts in consultation with staff and in compliance with legislation.
- To keep under review the Clerk's Job description and ensure it reflects the requirement of the role.
- To make recommendations to the Full Council regarding establishing and reviewing performance management (including annual appraisals) and staff training programmes.
- To keep under review staff working conditions and Health and Safety matters.
- To monitor and address regular or sustained staff absence (as per Absence Management Policy).
- To make recommendations on staffing related expenditure to the Full Council.
- To consider any appeal against a decision in respect of pay referred from the Council and make recommendations to them.
- To consider a grievance or disciplinary matter referred from the Council in accordance with Water Orton Parish Council's Grievance or Disciplinary procedures and make recommendations to the Council.
- To provide some supervision / management of the Clerk including:
 - Conducting an annual appraisal of the Clerk and providing other opportunities for the Clerk to discuss staffing issues and workload.
 - To agree and monitor achievement against annual objectives.
 - To administer leave requests; record, monitor and manage absences from work for the Clerk.

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- To review and monitor the Clerk's timesheets and make recommendations to the Full Council regarding 'Time off in lieu' allowances or the authorisation of overtime, where appropriate.
- To carry out any administrative processes on behalf of the Council if specifically delegated to do so by the Full Council.
- A confidential record of each meeting will be made and the findings and recommendations of the working group-committee made known at the next Parish Council meeting as appropriate.

Full Council retains overall responsibility:

- Findings and Recommendations from the working group should be made within a confidential report to the Full Council and contain all relevant background information for a decision to be made at Full Council.
- The working group does not have any authority to agree or sign any contracts or deeds.
- The Working Group shall also follow the Communications Policy and Procedure, Dignity at work policy and all other relevant Council policies.

Finance Working Group

Purpose

This Working Group has been created to meet, discuss issues, monitor and provide recommendations in relation to the Parish Council's financial matters. The Working Group will be led by Councillors, including key officers tasked with providing information.

The Working Group has no statutory role and has no formal decision-making powers. It makes recommendations to the Full Council.

This Working Group is appointed to provide recommendations to Full Council as appropriate regarding budget monitoring and forecasting, budget setting (including recommendations for any in-year virements), internal controls and amendments to financial regulations and policies.

Membership of the Finance Working Group

- The Working Group is to consist of three councillors as a minimum.
- The quorum for the Working Group meetings shall be at least three Councillors.
- A substitute working group member will be appointed to help with meeting quoracy and any potential conflict of interest with another working group member.
- The Working Group may appoint its own Chairman.
- The Chairman and Vice Chairman of the Council are ex-officio members.

Meetings

- The Finance Working Group shall meet quarterly, and as and when required.
- An agenda of items to be discussed shall be circulated to all councillors three clear working days before the meeting.

Terms of the Finance Working Group

- The working group will work within the Council's financial regulations.
- To consult with the Council's responsible financial officer (the clerk) to ensure that the working group is fully informed of the Council's financial resources and expenditure obligations.
- Responsible for conducting an annual review of the effectiveness of internal controls and reporting any findings or recommendations to full council.
- To conduct quarterly budget monitoring and report any findings and recommendations to full council (financial information to be provided to the working group by the Clerk as responsible financial officer)
- Responsible for making recommendations to Council on budget requirements, including recommendations for the precept level to ensure the Council manages its finances to meet its short and long term goals by:
 - Advising the Council of the potential cost of new services
 - Consider the estimates of services identified by other working groups.
 - Consider forward planning and necessary earmarked reserves for the replacement of equipment, vehicles, buildings, and specific items of expenditure required in the future to lessen the precept burden in any one year.
 - Ensure that the budget is directly linked to the tasks identified in a 3-year strategy and the management of the Council's assets and responsibilities.
 - In relation to risk management, the working group will develop a recommended budget for the Parish Council in compliance with the Council's Risk Management Policy and its stated role contained therein.
 - Recommending revised rents and fees for persons or groups using the facilities provided by the Council.

Full Council retains overall responsibility:

- Findings and Recommendations from the working group should be made within a confidential report to the Full Council and contain all relevant background information for a decision to be made at a Full Council meeting.
- The working group does not have any authority to agree or sign any contracts or deeds.
- The working group does not have delegated financial authority. The Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
- Conflicts of Interest, Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions and recommendations of the group.
- The Working Group shall also follow the Communications Policy and Procedure, Dignity at work policy and all other relevant Council policies.
- The opportunity for residents to join such groups will be made through the Council's noticeboards and website

Maintenance Working Group

Purpose

This Working Group has been created to meet, discuss issues, explore options, develop plans and oversee and provide recommendations to the Parish Council on maintenance matters, and the assets of the Parish

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Council. The Working Group will be led by Councillors, including key officers tasked with providing information.

The Working Group has no statutory role and has no formal decision-making powers. It makes recommendations to the Full Council.

The Working Group is appointed to oversee the ongoing provision, maintenance and future development of all assets either leased or managed by the Full Council for the benefit of the Parish.

Membership of the Maintenance Working Group

- The Working Group is to consist of three councillors as a minimum.
- The quorum for the Working Group meetings shall be at least three Councillors.
- A substitute working group member will be appointed to help with meeting quoracy and any potential conflict of interest with another working group member.
- The Working Group may appoint its own Chairman.
- The Chairman and Vice Chairman of the Council are ex-officio members.

Meetings

- The Maintenance Working Group shall meet two times a year, and as and when required
- An agenda of items to be discussed shall be circulated to all councillors three clear working days before the meeting

Terms of the Maintenance Working Group:

- To comply with the Parish Council's Standing Orders on the governance and membership of the Maintenance Working Group.
- To implement relevant council policies relating to the parish's amenities and, where appropriate, recommend amendments and new policies to the Council.
- To make findings and recommendations to the Council with respect to the provision, care, maintenance, and development of:
 - The Playing Field, including the Pavilion, Green Room and Play Area
 - The Green, including its Play Area
 - The Bowling Club Pavilion
 - The Allotment Site on St Blaise Avenue
 - Any other open spaces or horticultural areas owned, leased or managed by the Parish Council
 - Sporting, cultural and recreational facilities provided by the council and to review the local provision of such facilities.
 - The management and use of the Playing Field Pavilion
 - To manage and maintain the provision of Parish Council Bus Shelters and Planters in the village
- To submit proposals to the Parish Council for new and improved services.
- To formulate a recommended budget for revenue/capital expenditure for the next financial year and to recommend it to the Finance Working Group by the end of October each year.
- To provide findings and recommendations to help control the expenditure and income of the approved maintenance budgets (Revenue and Capital)
- To propose, budget and obtain quotes for revenue/capital expenditure subject to the permission of the Parish Council.

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PARISH COUNCIL

- To consider and consult on how the Parish Councils assets within Water Orton can be improved taking due consideration of current budget constraints and investigating alternative funding sources to recommend to full Council.
- To be responsible for dealing with items of correspondence, consultations and projects relating to the identified responsibilities of the Maintenance working group.
- To assess and discuss issues relating to the condition and maintenance of footpaths in the parish and correspond with the relevant bodies.

Full Council retains overall responsibility:

- Findings and Recommendations from the working group should be made within a confidential report to the Full Council and contain all relevant background information for a decision to be made at a Full Council meeting.
- The Working Group does not have any authority to agree or sign any contracts or deeds.
- The Working Group does not have delegated financial authority. The Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
- Conflicts of Interest, Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions and recommendations of the group.
- Data Protection, the Working Group's work must comply with Data Protection Act. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.
- The Working Group shall also follow the Communications Policy and Procedure, Dignity at work policy and all other relevant Council policies.
- The opportunity for residents to join such groups will be made through the Council's noticeboards and website

Community Engagement Working Group

Purpose

This Working Group has been created to meet, discuss issues, explore options, develop plans, monitor, oversee and provide recommendations to the Full Council on matters of community engagement. The Working Group will be led by Councillors, including key officers tasked with providing information.

The Working Group has no statutory role and has no formal decision-making powers. It makes recommendations to the Full Council.

This Working Group is appointed to oversee, monitor, discuss issues and develop plans and provide recommendations on matters of positive Community Engagement to include the Council's website, social media and events.

Membership of the Community Engagement Working Group

- The Working Group is to consist of three councillors as a minimum.
- The quorum for the Working Group meetings shall be at least three Councillors.
- A substitute working group member will be appointed to help with meeting quoracy and any potential conflict of interest with another working group member.
- The Working Group may appoint its own Chairman.

Waterorton

P A R I S H C O U N C I L

- The Chairman and Vice Chairman of the Council are ex-officio members.

Meetings

- The Community Engagement Working Group shall meet three times a year, and as and when required
- An agenda of items to be discussed shall be circulated to all councillors three clear working days before the meeting

Terms of the Community Engagement Working Group

- To comply with the Parish Council's Standing Orders on the governance and membership of the Community Engagement Working Group.
- To propose any recommendations to the implementation of relevant council policies relating to the Council's website, social media platforms, newsletters, community events and, where appropriate, recommend amendments and new policies to the Council.
- To make findings and recommendations to the Council on the following provision;
 - To consider, consult, discuss issues and submit proposals for the Council's website.
 - To consider, consult, discuss issues and submit proposals for the Council's social media platform.
 - To work in partnership with residents and community organisations to determine type of events, celebrations, format, date, time and location.
 - To prepare and propose an events plan to submit to full council.
 - To report recommendations to full council on relevant licenses, insurance and agreements.
 - To prepare and propose a communications plan for approval by full council.
 - Liaise with third party organisations
 - Request and review data from contractors, business and principal authorities.
 - To prepare and propose a budget including proposals for external funding for approval by full council.
 - Through the Clerk seek professional advice on licensing, insurance, agreements, health and safety and financial matters.

Full Council retains overall responsibility:

- Findings and Recommendations from the working group should be made within a report to the Full Council and contain all relevant background information for a decision to be made at a Parish Council meeting.
- The Working Group does not have any authority to agree or sign any contracts or deeds.
- The Working Group does not have delegated financial authority. The Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
- Conflicts of Interest, Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions and recommendations of the group.
- Data Protection, the Working Group's work must comply with Data Protection Act. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.
- The Working Group must have regard to the requirements of the Code of Recommended Practice on Local Authority Publicity when publishing information on websites and newsletters.

Water Orton

The logo for Water Orton Parish Council features the word 'Water Orton' in a large, dark green, sans-serif font. The letter 'O' in 'Orton' is replaced by a circular emblem containing a stylized illustration of a building with a tree in front of it. Below the main title, the words 'PARISH COUNCIL' are written in a smaller, all-caps, light green, sans-serif font, with wide letter spacing.

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- The Working Group shall also follow the Communications Policy and Procedure, Dignity at work policy and all other relevant Council policies.
- The opportunity for residents to join such groups will be made through the Council's noticeboards and website.

Other Working Groups

The Parish Council shall be able to set up a Working Group to carry out tasks as defined by the Council.

When setting up a Working Group, the Council shall set clear terms of reference for it regarding objectives, scope and outcomes. These will be approved by the Council before the Working Group is formed.