

# HARTLEBURY PARISH COUNCIL

## Agenda No. 9

### Membership of Parish Council Advisory Groups and Representation on External Groups

#### Report by the Clerk

#### Background

In November 2017, the majority of Councillors attended a training event run by CALC. At that event the issue of committees was addressed. It was very clear from that event that many Parish Councils did not have committees but met on an ad hoc basis to deal with certain matters. It was also pointed out that committees had an associated time and cost and should only be established if it could be demonstrated that they added value to the decision-making process.

At the December 2017 Parish Council meeting, in the confidential section at the end of that meeting, the question of committees was discussed and it was decided to change some of the existing bodies to 'advisory groups'. The reasons for this decision were as follows:-

- Councillors did not feel that the existing committee structure demonstrated 'value for money'.
- No evidence could be found that the committees inherited had any Terms of Reference. Conversely, any Steering Groups which had been set up did have such terms as did the Community Project Management Team.
- At the time the Council was short on numbers and there were concerns about workload.
- The Council was undertaking a major project and there were concerns about the workload on Councillors and the Clerk.
- Committees need to meet in a public place and not having to book an appropriate room meant reduced costs.

At the January 2018 meeting, the membership of the 'Advisory Groups' was therefore discussed and agreed. In doing so, the Council implicitly agreed that these Groups were purely 'advisory'. They were not committees with the associated workload, cost, terms of reference and decision making powers.

Following the May elections, the membership of the Advisory Groups and External Groups needs to be reviewed. However in the light of the relatively small number of Councillors currently on the Parish Council I would suggest that the Parish Council only appoint members to the following bodies at this stage:-

1. Finance and Risk Management Advisory Group
2. Parish Hall Management Committee
3. Mannings Charity
4. Parish Council Representatives on EnviRecover CLG
5. Worcestershire CALC
6. Community Representatives on EnviRecover CLG

I would suggest any appointments be reviewed as additional Councillors are appointed at a later date and that the remaining Advisory Groups etc be dealt at that time.

#### Recommendations

1. That the Parish Council reaffirms the continued practice of Advisory Groups.

2. That the Parish Council agrees the appointment of Councillors to the bodies listed above.
3. That Graham Hipkins and Peter Townley be re-appointed as Community Representatives on the EnviRecover CLG.
4. That all remaining appointments be deferred until additional Councillors are appointed.

**Neil Gulliver**  
**Clerk**