

O&S Update - Building Stronger Relationships with Town and Parish Councils recommendations – April 2017

No	Recommendation	Action
3.1	<p>That all councillors be formally reminded of their roles and responsibilities (as detailed in the Councillor Development Programme 2015-2019 and agreed at Full Council on 22 October 2015) which include the expectation to</p> <ul style="list-style-type: none"> ○ regularly attend any town or parish council and other community meetings that take place in your ward and provide a regular line of communication with the council for local people, including those who do not actively participate in community groups ○ inform residents and community groups about current and upcoming consultation exercises, encourage them to take part and tell them about the outcomes ○ represent the council within the community by talking to residents about the council's strategies, policies, services and procedures. 	<p>As part of the Councillor Development Plan process, all councillors have been given <u>at least</u> one copy of the Wyre Councillor Skills Framework over the last 12 months. This document is within the Councillor Development Programme and details all their roles and responsibilities including the specific areas that were highlighted by the O&S review.</p>
3.2	<p>That consideration be routinely given to offering town and parish council representatives the chance to attend relevant training events and briefings for Wyre councillors, in particular those related to planning policy and practice.</p>	<p>The Policy and Engagement Manager regularly attends the LALC meetings to pick up any support needs from parish and town councils plus to share any opportunities for engagement.</p> <p>Parish and Town Councils are asked twice a year to contribute to Wyre Voice with news from their area.</p> <p>Parish and Town Councils receive the monthly Wyre Council e-news containing news and opportunities to be involved in consultations.</p>

No	Recommendation	Action
3.3	<p>That basic information about Wyre Council be made more readily available to town and parish councils by the following means:</p> <p>(a) Consideration to be given to preparing a simple guide to the council's services and departments, and/or</p> <p>(b) The council's website be made more user-friendly in order to ensure that information about the council's services and departments can be found more easily.</p>	<p>A guide was not prepared, however, the Policy & Engagement Manager is developing good relationships with parish clerks and they are able to contact her directly for support / queries relating to council services.</p> <p>A full website content review is currently underway to improve the usability and accessibility of our website. It is hoped that a redesign of the council's website will also be undertaken in the next 12 - 18 months.</p>
3.4	<p>That Wyre councillors be reminded that best practice requires them to access the council's IT systems regularly and read and respond to emails within 48 hours (as stated in the Councillor Development Programme 2015-2019 and agreed at Full Council on 22 October 2015).</p>	<p>As mentioned at 3.1, this is included in the Skills Framework document.</p>
3.5	<p>That no further action should be taken regarding the introduction of a Parish Charter and the version that is currently on the council's website should be removed. Future consideration of a Parish Charter should only take place if initiated by one or more of the borough's town and parish councils.</p>	<p>No further action was required</p>