

Report of:	Meeting	Date	Item no.
Cllr Jones, Chairman of the task group: Building Stronger Relationships with Town and Parish Councils and Philippa Davies, Corporate Director of Resources	Cabinet	23 March 2016	5

<p><b>Task Group: Building Stronger Relationships with Town and Parish Councils – Final Report</b></p>
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**1. Purpose of report**

- 1.1 To report the work of the Town and Parish Councils task group to the Cabinet.

**2. Outcomes**

- 2.1 Closer working relationships between Wyre Council and Town and Parish Councils.

**3. Recommendations**

- 3.1 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
- 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.

- 3.2** 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.
- 3.3** That basic information about Wyre Council be made more readily available to town and parish councils by the following means:
- (a) Consideration to be given to preparing a simple guide to the council's services and departments, and/or
  - (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.
- 3.4** 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).
- 3.5** 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.

#### **4. Background**

- 4.1** Town and parish councils occupy the first tier in the British governmental structure and represent the interests of local communities. There are twenty-one town or parish councils within the Borough of Wyre.
- 4.2** Town and parish councils have the powers to undertake a wide range of services. The most common are the maintenance of village halls or community centres, parks or open spaces such as village greens, and footpaths. They also have a right to be consulted on planning applications in their areas.
- 4.3** The National Association of Local Councils (NALC) summarises parish council activities as falling into three main categories:
- (i) representing the local community,
  - (ii) delivering services to meet local needs and
  - (iii) improving the quality of life and community well-being.
- 4.4** By their very nature, town and parish councils should maintain a close relationship with the local community. They should encourage the public to attend council meetings as observers and they are obliged to organise at least one town or parish meeting each year which all local electors may attend and may raise issues of local concern.

## **5. Key issues and proposals**

- 5.1** This review was carried out within the context of all councillors, whether elected to Wyre Council or one of the borough's twenty-one town and parish councils, seeking to work together to improve services for all residents.
- 5.2** The task group prioritised its time to ensure that direct contact with town and parish council representatives was maximised, three of the group's seven meetings being dedicated to that objective.
- 5.3** During the course of this review a number of the beliefs previously held about the nature and quality of relationships between Wyre Council and the town and parish councils have been challenged or reinforced, on the strength of the evidence gathered by the task group. It is hoped that these findings will be acted upon by Wyre Council and the town and parish councils for the benefit of all residents. It is hoped that they will also have a positive impact upon the effectiveness of the Engagement Network, which highlighted a number of concerns, as referred to on page 6 of the report (see appendix).
- 5.4** The role of Wyre councillors was considered in some depth, the task group concluding that there was a difference between the town and parish councils' expectation of Wyre councillors and the expectations that Wyre Council has of its own members as detailed in the Councillor Development Programme 2015-2019 and agreed at Full Council on 22 October 2015.
- 5.5** The task group found evidence that some of the town and parish councils have a negative perception of the planning process. They often felt frustrated that their opinions were not always sought and if they were, they felt that they were not always taken into account. On further investigation it appeared to the task group that some further training opportunities might usefully be offered to the town and parish councils, on planning matters in particular but also on other relevant topics.
- 5.6** One of the strong themes that ran through the review was that communication between Wyre Council and the town and parish councils could be improved for everyone's benefit. There is a perception which is shared by some of the town and parish councils, that Wyre is not a good 'listening council'. This particularly applies to consultations when the views of the town and parish councils are often perceived as being 'unheard', according to a number of the representatives who gave evidence.
- 5.7** The town and parish representatives commented that they often found it difficult to know where to find particular information on Wyre's website. The website's A-Z index was one example that was given where improvements might be made.

- 5.8** The value of the Parish Charter was discussed with the representatives of all eleven town and parish councils who attended task group meetings and the view was strongly expressed by them that the proposed Charter would do little to enhance relationships and communication between Wyre and the towns and parishes. For that reason the task group concluded that the Charter is unnecessary.

<b>Financial and legal implications</b>	
Finance	The recommendations of the task group can all be delivered within current budgets.
Legal	There are no legal implications to be considered.

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with an x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	<b>x</b>
equality and diversity	<b>x</b>
sustainability	<b>x</b>
health and safety	<b>x</b>

<b>risks/implications</b>	<b>✓ / x</b>
asset management	<b>x</b>
climate change	<b>x</b>
data protection	<b>x</b>

report author	telephone no.	email	date
Peter Foulsham, Scrutiny Officer	01253 887606	peter.foulsham@wyre.gov.uk	22/02/2016

### **List of appendices**

Appendix 1: Task Group: Building Stronger Relationships with Town and Parish Councils – Final Report

arm/ex/cab/cr/16/2303pf1



**Task Group:  
Building Stronger Relationships with  
Town and Parish Councils**

**- Final Report -**

**Chairman:**

Councillor Kerry Jones

**Task Group Members:**

Councillor Emma Anderton  
Councillor Lady Dulcie Atkins  
Councillor Michael Barrowclough  
Councillor Barry Birch  
Councillor Sue Catterall  
Councillor John Hodgkinson  
Councillor Julie Robinson  
Councillor Shaun Turner  
Councillor Val Wilson

**Overview & Scrutiny Committee  
Chairman: Councillor Michael Vincent**

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## Introduction

A parish council is a small local authority which is the first tier of local government. A parish council serving a town may be called a town council, as in the cases of Fleetwood, Garstang and Preesall. Any reference to 'parish council' in this report also refers to Wyre's three town councils.

Parish councillors are elected for four years, the number of councillors elected to serve on the parish council varying from council to council.

Parish and town councils have the powers to undertake a wide range of services. The most common are the maintenance of village halls or community centres, parks or open spaces such as village greens, and footpaths. They also have a right to be consulted on planning applications in their areas.

The National Association of Local Councils (NALC) summarises parish council activities as falling into three main categories:

- (i) representing the local community,
- (ii) delivering services to meet local needs and
- (iii) improving the quality of life and community well-being.

Wyre has 21 parish and town councils, the majority of the borough being parished with the exception of the urban areas of Thornton Cleveleys and Poulton-le-Fylde. Wyre's parish councils are:

Barnacre with Bonds Parish Council	Kirkland Parish Council
Bleasdale Parish Council	Myerscough and Bilsborrow Parish Council
Cabus Parish Council	Nateby Parish Council
Catterall Parish Council	Nether Wyresdale Parish Council
Claughton-on-Brock Parish Council	Out Rawcliffe Parish Council
Fleetwood Town Council	Pilling Parish Council
Forton Parish Council	Preesall Town Council
Garstang Town Council	Stalmine-with-Staynall Parish Council
Great Eccleston Parish Council	Upper Rawcliffe with Tarnacre Parish Council
Hambleton Parish Council	Winmarleigh Parish Council
Inskip-with-Sowerby Parish Council	



## **Aims of Review**

The aims of the review, as specified in the scoping document, were as follows:

1. To understand the roles and responsibilities of the Town and Parish Councils.
2. To understand how Town and Parish Councils currently work in partnership with Wyre Council.
3. To understand the way in which Town and Parish Councils already engage with elected members.
4. To identify synergies in the way in which Town and Parish Councils work effectively in partnership with Wyre Council, and to consider how examples of good practice can be applied more generally.
5. To identify ways in which Shaping Your Neighbourhood Lead Members can play a key role in facilitating effective working relationships between Wyre Council and Town and Parish Councils
6. To identify ways in which all ward councillors can work more effectively with Town and Parish Councils

## **The Review Process**

The review was, by its very nature, focused on the parts of the borough that are parished. The review was also limited to the role that elected members can play in enhancing relationships between Wyre Council and town and parish councils.

The task group prioritised the direct involvement of parish councils throughout the review, which has benefitted from this targeted approach. Listening to the views and suggestions of parish councillors and clerks was essential if the words in the review's title, "Building stronger relationships . . . ." was to have any true meaning.

**Summary of evidence from the Health and Community Engagement Portfolio Holder, Councillor Vivien Taylor, and Marianne Hesketh, Head of Transformation**

Engagement is a priority in the council's Business Plan 2015-2019. One of the actions under the theme 'Engaging Wyre' is:

'We will work with Elected Members, Parish and Town Councils and our communities to deliver the next phase of Shaping Your Neighbourhood'.

A review of the Engagement Network was carried out in 2014, and this included consultation and feedback from Town and Parish Council representatives. The following feedback was relevant to this review, and was seen by the task group as a useful starting point from which to work:

- *"No borough councillors attend parish council meetings in certain places*
- *Disgruntled around engagement particularly over planning related matters*
- *Not many of the parish councillors were on-line so was difficult to rely on electronic engagement*
- *Many parish and town councils have a better working relationship with Council officers than with Elected Members*
- *Felt that there was a lack of feedback around consultations and the decision making process.*
- *An area for improvement that was suggested was some kind of induction or handbook for Parish and Town Councils around contact details or to develop an area of the website specifically for Parish and Town Councils".*

The task group was informed that it appeared unlikely that the Three-Tier Forum, a mechanism by which Town and Parish Councils engaged with District Councils and the County Council, would continue. Confirmation has since been received from Lancashire County Council that the Forums are, indeed, under review and no more meetings will be arranged until the review has been completed.

Chorley Council has been piloting an alternative model, which is a forum for representatives from each of the 22 town and parish councils in the borough to meet with borough councillors who were the chairs of their areas (the equivalents of Wyre's Shaping Your Neighbourhood Lead Members).

A number of other issues were raised which would be addressed as the review progressed, including the provision of information to parish councillors in hard copy or electronically, parish websites and the Town and Parish Charter.

**Summary of evidence from County Councillor Cynthia Dereli, Parish Champion, and Marion Gelder, Chief Executive, Lancashire Association of Local Councils (LALC)**

County Councillor Cynthia Dereli

An innovative approach has been taken by Chorley Council who no longer use the Three-Tier Forum model, but have put in place a Liaison Meeting instead, involving parish and borough councillors (previously referred to in this report, page 6).

Lancashire County Council greatly values its relationships with the parish councils. Within the context of pressures on budgets, there has been some emphasis on trying to get parish councils to take on additional responsibilities (grass cutting, play areas, for example) and the cost and outcomes were more favourable when relationships were positive.

Marion Gelder (Lancashire Association of Local Councils)

There are now regular meetings in all the Lancashire Association of Local Councils (LALC) areas, underlining the importance of borough councils engaging with the town and parish councils face to face.

A good example of direct liaison can be found in South Ribble where the LALC meeting has been combined with a borough liaison meeting. This is used very effectively for sorting out relatively minor problems, most of which have a very simple solution. The meeting is also an opportunity for sharing information and ideas between parishes. South Ribble Borough Council uses the meeting as a chance to explain about current projects and to inform the parishes about other progress that is being made within the borough.

Opportunities for shared training are welcomed by parishes, as is anything that strengthens relationships between Parish Clerks and Wyre's officers; planning and street scene are two areas where strong relationships are particularly important.

The government has provided a small amount of money, for which bids can be made, for parish councils to develop their websites.

In Marion Gelder's opinion, it is advantageous to all when a parish council joins forces with the borough council to work together on solutions.

## **Pro forma questionnaire for parish councils**

Very soon after the start of the review the task group invited the parish councils to complete a short questionnaire which addressed, in very simple terms, their views about the nature and quality of their contact with Wyre Council previously and how that might be built upon and improved in the future. The questions asked were as follows:

### **Q1 – looking back**

What has been your council's experience of engagement and involvement with Wyre councillors over the past three years?

What has gone well and what has gone not so well?

Please give examples and be as specific as you can.

### **Q2 – looking forward**

What suggestions would you like to make about how Wyre's councillors could improve the way in which they work with your council in the future?

Again, please give examples and be as specific as you can.

All ideas, comments and suggestions would be very warmly welcomed.

### **Q3 – engaging with Wyre's task group**

Would you be willing to contribute further to the task group's work on engagement with Town and Parish Councils over the next few months, if invited to do so?

How could this best be facilitated for you – by a task group member attending a meeting, by your attendance at a task group meeting, by written submission or by other means?

Open text responses were invited and eleven parishes replied. Eight of those made it clear that they would be willing to attend a task group meeting for a more detailed discussion, if invited.

It was always the intention of the task group to hold face to face meetings with as many of the parish councils as possible and this written pro forma was seen as the first stage in that process.

All parish clerks were invited to attend a meeting with the task group, and that invitation was later extended to include one elected member for each parish as well. Eleven parish councils took up that offer, the task group meeting with all of them over three meetings.

**Summary of evidence from the following:**

- **John Hallas, Clerk, Claughton Parish Council (C)**
- **Councillor Lynne Harter and Edwina Parry, Clerk, Garstang Town Council (G)**
- **Roy Bassnett, Clerk, Myerscough and Bilsborrow Parish Council (M&B)**

Planning is the main issue of contention (C).

There is little direct interface between Parish Councillors and Wyre Council (C).

The parish gets a pretty good service from the Ward councillor, who attends parish meeting and make a positive contribution (C).

Links between websites could be developed and improved, although it is acknowledged that resourcing is a problem (C).

All Claughton councillors use email (C).

Paper copies of reports and agendas are only used by exception (C).

Shaping Your Neighbourhood has been a positive initiative (C).

LALC is an effective forum (C).

3-Tier Forum meetings do not add much value (C and G).

There is a perception that the views of the Parish and Town Councils are not listened to – planning is the best example (G).

Questions about planning are often asked but responses are not always received (G).

Communication with Wyre often feels like box-ticking (G).

Garstang is planning to arrange regular meetings with the three Ward councillors (G).

The parishes need more formal training on planning matters (G).

Consultation from Wyre is not always good (G).

We are kept very well informed by Wyre councillors – we are blessed (M&B).

Wyre consults with us fully on all relevant matters (M&B).

It would be helpful if Ward councillors attended LALC meetings more regularly (M&B).

**Summary of evidence from the following parishes:**

- **Gillian Benson, Clerk, Catterall Parish Council (C)**
- **Councillor David Salisbury, Nateby Parish Council (N)**
- **Councillor Phil Orme, Preesall Town Council (P)**

Works well with Wyre councillors (C, N and P).

Some issues regarding planning (C, N and P).

More training on planning issues would be helpful (C).

Wyre councillors should always make a contribution to a Parish meeting (C).

Parishes are often consulted but views not always acted upon (C and N).

Wyre provides plenty of information (N).

Email and computer use is limited at Nateby. Can be a problem when Wyre requires responses quickly and Parish only meets every two months (N).

Shaping your Neighbourhood is not effective and should be reviewed (P).

**Summary of evidence from the following parishes:**

- **Councillor James Commander, Barnacre with Bonds Parish Council**
- **Councillor Ruth Bruce and Louise Banton, Clerk, Cabus Parish Council**
- **Kath Coleman, Clerk, Hambleton Parish Council**
- **Councillor David Astall, Great Eccleston Parish Council**
- **Councillor Terry Rogers, Chairman, and Councillor Rita Hewitt Fleetwood Town Council**

Communication excellent (BwB and C)

Consultation reasonable (BwB). Could be improved further (F).

Consultation good (H).

Planning issues dominate contact with Wyre (BwB and GE).

Wyre councillors attend parish meetings regularly (BwB, C, GE and F).

No problem with email access (BwB).

When consulted there is the feeling of not always being 'heard'; consultation is one-way (C, H and GE).

Planning documentation sometimes difficult to understand (H).

Some additional training, particularly on planning matters, would be welcome (H).

Wyre does not always properly recognise the work done by the Parish and Town Councils (F).

## Common themes that emerged from meetings with parishes

- The parishes that attended LALC really valued it
- The grass roots approach of the LALC suited Wyre very well
- Wyre councillors and officers were regular attenders at LALC meetings
- Parish councils should be reminded that their route into Wyre Council could often be made more directly through the local Wyre councillor
- Wyre councillors would welcome being kept more informed by parish councillors and Clerks about issues and concerns, perhaps simply by being copied into correspondence more often
- It would be valuable to offer the parishes more training (including joint training) on certain issues, including planning
- A more formal structure, as provided by Chorley Liaison, for example, was unnecessary in Wyre.



## Parish Charter

### Parish Charter

Parish representatives were asked for their views about the Parish Charter. The following comments were made:

- We have not missed it.
- The Charter seems to have been a way of trying to pass additional costs on to the Parishes.
- A good contract is one that we'll never return to again.
- A good relationship goes beyond a Parish Charter.
- Very little support for a Parish Charter.

## Conclusion and Recommendations

This review was carried out within the context of all councillors, whether elected to Wyre Council or one of the borough's twenty-one town and parish councils, seeking to work together to improve services for all residents.

During the course of this review a number of the beliefs previously held about the nature and quality of relationships between Wyre Council and the town and parish councils have been challenged or reinforced, on the strength of the evidence gathered by the task group. It is hoped that these findings will be acted upon by Wyre council and the town and parish councils for the benefit of all residents. It is hoped that they will also have a positive impact upon the effectiveness of the Engagement Network, which highlighted a number of concerns, as referred to on page 6 of this report.

The task group wishes to make recommendations under four headings:

- The role of Wyre councillors
- Training and development
- Communication
- The Parish Charter

## The role of Wyre councillors

The task group had been made aware of a view that the town and parish councils were concerned about lack of Wyre councillors' attendance at town and parish councils meetings. Ten of the eleven town and parish councils with whom the task group met during this review reported that attendance by Wyre Councillors at town and parish council meetings was regular and valued. Sometimes Wyre councillors were not explicitly invited to town and parish councils meetings, and there was no regular invitation for Wyre councillors to attend LALC meetings which the task group thought might encourage even better attendance. It was noted that Garstang Town Council intends to meet regularly with Wyre's three councillors. The task group concluded that the attendance of Wyre councillors at town and parish councils meetings was, in fact much better than had been thought to be the case.

It should go without saying that regular and reliable liaison and communication with local community groups is a key role of any elected member; this is the very foundation of any democratically elected representative. Ward councillors in areas with a town or parish council should work very closely with that body, and in areas without a town or parish council councillors should work equally closely with other community groups. Any effective relationship is reciprocal, and town and parish councils will also have to play their part.

There is clearly a role for Shaping Your Neighbourhood lead members to play but this should not over-ride the primary role of ward councillors working with their communities.

### **RECOMMENDATION 1**

**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**

- **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.**

## Training and development

The task group accepts that some of the town and parish councils have a negative perception of the planning process, a view put very forcefully by several of the town and parish representatives who attended meetings of the task group. In particular they were frustrated that their opinions were not always sought and if they were, they felt that they were not always taken into account. This perceived lack of consideration applies more broadly, which does have a tendency to undermine the relationship between Wyre and the town and parish councils. Liaison on planning issues was consistently quoted by town and parish representatives as an area with potential for improvement.

On further investigation it appeared to the task group that some further training opportunities might usefully be offered to the town and parish councils, on planning matters in particular but also on other relevant topics. Joint training is an effective vehicle, not only for the provision of information, but also to help develop mutual trust and understanding. Other topics on which joint training would also be of reciprocal benefit include licensing, for example. It is accepted that there might well be a cost when involving town or parish council representatives in training; no recommendation is made by the task group about a charging policy, each event to be considered on its own merits.

### **RECOMMENDATION 2**

**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.**

## Communication

One of the strong themes that ran through the review was that communication between Wyre Council and the town and parish councils could be improved to everyone's benefit. There is a perception which is shared by some of the town and parish councils, that Wyre is not a good 'listening council'. This particularly applies to consultations when the views of the town and parish councils are often perceived as being 'unheard'.

Wyre councillors were sometimes difficult to contact and several town and parish councillors and clerks commented that the council's decisions would often be easier to understand and accept if an explanation had been offered by the local ward councillor(s). Planning was again mentioned on a number of occasions, but the concerns were expressed more generally.

The town and parish representatives commented that they often found it difficult to know where to find particular information on Wyre's website, a comment that was also supported by the personal experience of some of the task group members. Whilst it was recognised that the council's website has scored well when externally assessed for accessibility the task group felt that improvements could be made to ensure that users can locate the information that they need more readily. The A-Z index was one example that was given where improvements might be made.

The task group supports the further development of the role of the Shaping Your Neighbourhood lead members and takes the view that lead members should play a major role in allaying some of the criticisms about communication that the parishes currently have. Recognising that communication is a two-way process, Wyre Council should also take steps to ensure that relevant information about the council is readily available for town and parish councils to access directly.

### **RECOMMENDATION 3**

**That basic information about Wyre Council be made more readily available to town and parish councils by the following means:**

- (a) Consideration to be given to preparing a simple guide to the council's services and departments, and/or**
- (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.**

### **RECOMMENDATION 4**

**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).**

## The Parish Charter

The task group is aware that a Parish Charter dated March 2014 was the subject of a review the following year when a very succinct one-page charter was put forward for discussion. The Parish Charter was discussed with the representatives of all eleven town and parish councils who attended task group meetings and the view was strongly expressed by them that the proposed Charter would do little to enhance relationships and communication between Wyre and the towns and parishes.

### **RECOMMENDATION 5**

**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.**

## Councillors' Attendances

There were 7 meetings of the task group. Councillors attended as follows:

Name	Meetings attended (maximum 7)
Councillor E Anderton	6
Councillor Lady Atkins	6
Councillor Barrowclough	6
Councillor B Birch	5
Councillor Catterall	5
Councillor Hodgkinson	6
Councillor Jones	6
Councillor Robinson	5
Councillor S Turner	6
Councillor Wilson	6

## List of Appendices

Appendix A      Town and Parish Councils task group – Scoping Document

10 February 2016



**Building stronger relationships with Town and Parish Councils  
– the role of elected members**

**Task Group - Scoping Document – FINAL**

<b>Review Topic</b>	The role of elected members in building stronger relationships between Wyre Council and Town and Parish Councils.												
<b>Chairman</b>	Cllr Kerry Jones												
<b>Group Membership</b>	Cllrs Emma Anderton, Lady Dulcie Atkins, Michael Barrowclough, Barry Birch, Sue Catterall, John Hodgkinson, Julie Robinson, Shaun Turner and Val Wilson (Vice Chairman)												
<b>Officer Support</b>	Peter Foulsham, Scrutiny Officer												
<b>Purpose of the Review</b>	To establish closer working relationships between Wyre Council and Town and Parish Councils.												
<b>Role of Overview and Scrutiny in this Review (mark all that apply)</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Holding Executive to account – decisions</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Existing budget and policy framework</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Contribution to policy development</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Holding Executive to account – performance</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Community champion</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Statutory duties / compliance with codes of practice</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Holding Executive to account – decisions	<input type="checkbox"/>	Existing budget and policy framework	<input type="checkbox"/>	Contribution to policy development	<input checked="" type="checkbox"/>	Holding Executive to account – performance	<input type="checkbox"/>	Community champion	<input type="checkbox"/>	Statutory duties / compliance with codes of practice	<input type="checkbox"/>
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Community champion	<input type="checkbox"/>												
Statutory duties / compliance with codes of practice	<input type="checkbox"/>												
<b>Aims of Review</b>	<ol style="list-style-type: none"> <li>1. To understand the roles and responsibilities of the Town and Parish Councils.</li> <li>2. To understand how Town and Parish Councils currently work in partnership with Wyre Council.</li> <li>3. To understand the way in which Town and Parish Councils already engage with elected members.</li> <li>4. To identify synergies in the way in which Town and Parish Councils work effectively in partnership with Wyre Council, and to consider how examples of good practice can be applied more generally.</li> <li>5. To identify ways in which Shaping Your Neighbourhood Lead Members can play a key role in facilitating effective working relationships between Wyre Council and Town and Parish Councils</li> <li>6. To identify ways in which all ward councillors can work more effectively with Town and Parish Councils</li> </ol>												

<b>Methodology</b>	<ul style="list-style-type: none"> <li>○ Review reports and other documentation</li> <li>○ Interview witnesses at task group meetings</li> <li>○ Visit Town and Parish Councils</li> </ul>
<b>Scope of Review</b>	<p>This review is limited to parts of the borough that are parished.</p> <p>This review is limited to the role that elected members can play in enhancing relationships between Wyre Council and Town and Parish Councils.</p> <p>A separate review will be required to consider how engagement with local community groups can be improved in parts of the borough that are not parished (Cleveleys, Poulton and Thornton).</p>
<b>Potential Witnesses</b>	<ul style="list-style-type: none"> <li>○ Health and Community Engagement Portfolio Holder</li> <li>○ Chief Executive</li> <li>○ Head of Transformation</li> <li>○ Engagement Manager</li> <li>○ Shaping Your Neighbourhood Lead Members from parished areas (Fleetwood, Rural East and Rural West)</li> <li>○ Ward councillors from parished areas</li> <li>○ Town and Parish Councillors</li> <li>○ Lancashire Association of Local Councils (LALC)</li> </ul>
<b>Documents to be considered</b>	<p>Shaping Your Neighbourhood Review, April 2014</p> <p>Engaging with Communities task group report, April 2015</p>
<b>Risks</b>	<p>Duplication – need to ensure that task group review (about the role of elected members) and an officer review focusing on the way in which the council engages with Town and Parish Councils are complementary, and do not overlap.</p> <p>The scrutiny review is currently scheduled to be completed before the officer review, which will focus on the Parish Charter, commences, which should resolve any concerns about duplication.</p>
<b>Level of Publicity</b>	Low
<b>Indicators of a Successful Review</b>	
<b>Intended Outcomes</b>	More effective partnership working between Town and Parish Councils and Wyre Council
<b>Approximate Timeframe</b>	3 months
<b>Projected Start Date</b>	July 2015