



Welshampton and Lyneal Parish Council

Parish Council Performance Review

Introduction

The Council's role is to have overall responsibility for the wellbeing of the local community and covers:

- Representing the community taking into account different interests.
- Delivering services to meet local needs.
- Striving to improve the quality of life in the community.
- In England, organising the annual parish meeting.

To deliver against these responsibilities, the Council needs to be able to identify the critical issues, eg its purposes and plans, financial resilience and quality of governance, and be able to review these at regular intervals.

The following questions should assist the Council in the review and decide what to focus on. It is based on the RAG (red, amber green) matrix that allows the identity of areas to that need improvement and record them in an easy format.

1. Strategy: Does the Council have a clear vision?

Has the Council developed long-term aims with clear priorities in an ambitious plan which is regularly reviewed and monitored?		
Judgement	Evidence	How this will be improved?
Green	Business Plan Monthly Reviews Open and Honest Dialogue at meetings	Whilst there is always room for improvement we are limited as far as our brief allows
Green	Parish action plan	Completing actions Continuous revision of plan
Green		
Green	Parish Action Plan. Details in minutes	Regular monthly review.
Green	Business Plan Annual Parish Action Plan Meeting Minutes	Annual review of Business Plan building on completed objectives. By seeking inspiration from other Parish Councils
Does the strategic planning cycle drive the Council's activities and agenda setting?		
Judgement	Evidence	How this will be improved?

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Green	It does but not alone. Activities and agenda setting are always ongoing	
Green	Parish Action plan	
Amber		
Green	Minutes and website Quality Award	Regular monitoring and review. Work towards Quality Gold Award
Green	Budget review starts Autumn each year. Business Plan includes budget implications.	Working towards Quality Gold Award encourages greater strategic planning.

2. Engagement: Is the Council properly engaged with its community, wider community and other bodies

How does the Council listen and understand its community?		
Judgement	Evidence	How this will be improved?
Green	Meetings with the public both arranged and publicised and informal meetings.	
Amber	Parish Action plan Great War Comm. Councillor leads Parish Hall Committee	Discussion at each meeting to raise awareness and capture activity and issues
Amber		
Green	Records of parish meetings to address public issues. Website invites public comment Personal engagement	Increase public engagement as opportunity arises and proactive development action.
Green	Meetings include Public Participation Period which allows raising matters of public interest (not just agenda items) Parish Meetings held when key issues are being considered.	Remind parishioners to contact Councillors. Consider 'surgeries' at appropriate venues and times.

	Councillors holding roles on community bodies/groups. Personal engagement.	
How does the Council report to its community?		
Judgement	Evidence	How this will be improved?
Green	Newsletter Please see above	
Green	Parish Action Plan Annual Meeting Newsletter	Is part of fabric of meetings
Green		
Green	News Letters, Website, parish meetings, Noticeboards.	Development of arising opportunities will be sought and actioned
Green	Regular newsletters Website Parish meetings Noticeboards	Development of arising opportunities will be sought and actioned
Does the Council work in partnership with other Councils and other bodies, locally and nationally?		
Judgement	Evidence	How this will be improved?
Amber	Highways Planning	I feel that we don't always get the honest support from the County Council and they can on occasions be a hinderance rather than a help
??? Amber	NOT SURE THIS IS EVIDENCE Feedback from Clerk Distribution of papers / newsletters from SALC etc Attendance at workshops/ seminars	??
Amber		
Green	Better able to make judgements and provide advice to parishioners. For example, parish meeting, Local Planning Review	Take opportunities proactively as appropriate
Green	Shropshire Council Meres and Mosses (Shropshire Wildlife)	Explore appropriate national bodies.

	SALC Parish Councils for training	
What benefits does the Council gain from working in partnership with other Councils and other bodies, locally and nationally?		
Judgement	Evidence	How this will be improved?
Amber	Please see above	
Red/Amber/Green	Consistent approach to issues Ability to inform local community of issues Ability to challenge	
Green	Engagement in meetings and decision making	Training
Amber	Able to discuss common issues. Consistent approach to issues. Ability to inform local community of issues. Ability to challenge. Assists with decision making	Good at local partnerships need to explore more national

3. Effectiveness: Is the Council as effective as it could be?

Does the Council and Councillors individually understand their roles and responsibilities?		
Judgement	Evidence	How this will be improved?
Amber	Council Powers	I feel that the Parish Council, made up of responsible elected/co-opted members of the local community, with local knowledge should have more powers delegated by the County Council rather than sometimes being a post box
Red/Amber/Green	Parish action plan Quality award	Completed actions / achievement of next award.
Green		
Green	Engagement in meetings and decision making	Training

Green	By achieving Quality Award. Minutes evidence decisions /actions within Council's powers and duties. Minutes evidence attendance. Adoption of recommended Standing Orders and other policies. Compliance with employment law.	Training Achievement of Quality Gold Award
Does the Council have a qualified clerk?		
Judgement	Evidence	How this will be improved?
Green	Yes, a first-class Clerk	Impossible
Green	Employment contract – qualifications	CPD
Green		
Green	Clerks records	Training is offered freely
Green	Qualifications	CPD Networking with other Clerks
Are meetings run effectively?		
Judgement	Evidence	How this will be improved?
Green	Yes, on the whole they are.	
Green	Minutes Web site Actions	Ability to build on existing Parish Plan
Green		
Green	Minutes are thorough and public	
Green	Minutes Chair and Clerk discussions prior to meetings Preparation by Councillors	

Is the decision-making process and committee structure conducive to effective working?		
Judgement	Evidence	How this will be improved?
Green		
Green	Minutes	Continue to recruit hard working, committed councillors
Green		
Green	Record of decisions already made	
Green	Minutes reflect Working Parties / Task & Finish Groups to advance research / actions in-between monthly meetings. Use of Extraordinary Meetings when required.	
What does the Council know about good practice from across the country?		
Judgement	Evidence	How this will be improved?
Green	The Clerk often passes on good practice	
Amber/Green	Not sure here ... feedback, ? circulation of national and local documents	Learn from others
Amber		
Green	Reports from: Clerk, Membership of associations, SC bulletins, personal contact.	
Amber	Clerk's subscription of SLCC	Research other Quality Gold Councils of similar size.

4. Finances: How does the Council manage and make use of public money

Are the Council's financial management systems robust and does the Council ensure best value for money?		
Judgement	Evidence	How this will be improved?
Red/Amber/Green As I have only been a PC for		

Welshampton for a few months I will not pass comment yet on finances		
Green	Minutes of meetings Transparency of accounts .. web site	Maintain good practice
Green		
Green	Financial reporting monthly, Reconciliation,	
Green	Adoption of recommended Financial Regulations. Monthly Financial Statement and Bank Reconciliation. Procurement procedures followed.	
What is the Council's policy on reserves?		
Judgement	Evidence	How this will be improved?
Red/Amber/Green		
Green	Accounts	Maintain good practice
Green		
Green	Publicly discussed open and transparent. Audited	
Green	At least 3 months revenue expenditure as Contingency Reserves. Budget	
Does the Council review its contracts with others to deliver public services?		
Judgement	Evidence	How this will be improved?
Red/Amber/Green		
Green	Minutes Accounts	Maintain good practice
Green		

Green	Minutes, records	
Green	Grounds Maintenance Contract reviewed every 3 years. Minutes	

5. Councillors and Staff: Does the Council make best use of its human resources?

Has the Council completed a skills audit?		
Judgement	Evidence	How this will be improved?
Green		
Red /Amber /Green	Don't think we have ... have we??	Do a skills audit?
Green		
Amber	Knowledge rather than documented evidence	Complete a skills audit
On co-option/appointment of roles does the Council consider skills?		
Judgement	Evidence	How this will be improved?
Green		
Red/Amber/Green	I think 'we' do Website statements?	
Green		
Green	Minutes.	
Amber	None documented	Document it!
Does the Council have a training budget and it is used?		
Judgement	Evidence	How this will be improved?
Red/Amber/Green	Training is good	
Amber/Green	Training attended	
Amber/Green	Training attended	Commission more bespoke training for councillors ??? (

		to make it easier for them to attend???)
Green	Budget and Financial Statement Reports in Minutes	Commission more bespoke training for councillors
Does the Council engage in good succession planning?		
Judgement	Evidence	How this will be improved?
Red/Amber/Green		As always, this could be improved
Amber/Green	Minutes Training records	Continue to ensure CPD for councillors Identify requirements for CPD ??
Green		
Green	Openly discussed recorded in minutes	
Green	Training Working Parties / Task & Finish Groups have Councillors as Chairs.	Continue to ensure CPD for councillors Identify requirements for CPD