



Welshampton and Lyneal Parish Council

Parish Council Performance Review October 2022

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.
- 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 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 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?
Green	Budget review starts Autumn each year. Business Plan includes budget implications.	Working towards retaining the 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 include Public Participation Period which allows raising matters of public interest (not just agenda items) Parish Meetings held when key issues are being considered. Councillors holding roles on community bodies/groups. Personal engagement. Leading community events to mark significant national events eg WW1 commemoration, Queen Elizabeth's Platinum Jubilee. Working with the community with Climate, Sustainability and Biodiversity planning	Remind parishioners to contact Councillors. Consider 'surgeries' at appropriate venues and times.
How does the Council report to its community?		
Judgement	Evidence	How this will be improved?
Green	Regular newsletters Website Parish meetings Noticeboards	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?
Green	Shropshire Council Shropshire Wildlife SALC West Mercia Police. Neighbouring Parish Councils for training. Neighbouring Parish Council for traffic calming measures.	Explore appropriate national bodies.
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	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 but 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?
Green	By achieving Quality Gold 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
Does the Council have a qualified clerk?		
Judgement	Evidence	How this will be improved?
Green	Qualifications	CPD Networking with other Clerks
Are meetings run effectively?		
Judgement	Evidence	How this will be improved?
Green/Amber	Minutes Preparation by Councillors	Chair and Clerk discussions prior to meetings – need to set day/time to ensure this takes place.
Is the decision-making process and committee structure conducive to effective working?		
Judgement	Evidence	How this will be improved?
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	Clerk's subscription of SLCC Researching other councils of similar size which have achieved Quality Gold	

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?
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?
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?
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	Yes	
On co-option/appointment of roles does the Council consider skills?		

Judgement	Evidence	How this will be improved?
Green	Letters received from candidates and encouragement to attend meetings prior to co-option.	Include in assessment of candidates.
Does the Council have a training budget and it is used?		
Judgement	Evidence	How this will be improved?
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?
Amber	Training Working Parties / Task & Finish Groups have Councillors as Chairs.	Continue to ensure CPD for councillors Identify requirements for CPD