

STAVERTON PARISH COUNCIL

Policy 022

Delegate Responsibility

It shall be the policy of the above Council that:

The Council may by resolution of the Council delegate any specific working role that falls within the remit of the Parish Council to an individual member of the Council or in an advisory capacity a member of the Parish or in the person of two members as necessary to be responsible for that role. The performance of that role shall be governed by the Councils Terms of Reference prepared for that responsibility. In that capacity the specific member or members will be referred to as the Parish Council's Representative or Representatives.

Staverton Parish Council - Delegated Responsibility - Terms of Reference Staverton Parish Council – Highways Representative

The Highways Representative shall exclusively represent the interests of the Staverton Parish Council on all matters concerning public roads open to all traffic (other than grass cutting of the highway verges) within the Staverton Parish.

In this regards he/she shall liaise on behalf the SPC and the West Northamptonshire Council, Highways Department and any other interested party concerning matters that he/she is made aware of by the parishioners of the Staverton Parish or becomes aware of by their own endeavours.

The role of the Highways Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action.

To "liaise" will have the meaning of conveying the known wishes of the SPC and/or gathering information on behalf of the SPC for their consideration at the next scheduled PC meeting.

Any sent emails and or messaging of any kind shall be copied into the SPC Clerk and Chairperson and be circulated to all Councillors prior to the next scheduled SPC meeting. Any formal correspondence may be drafted by the Highways Representative and sent by and in the name of the Parish Council Clerk.

In the event of any contact being made as described above the Highways Representative shall report such at the next scheduled SPC meeting.

The annual appointment of the Highways Representative shall end at the next Annual Parish Council meeting, unless at any time terminated by resolution of the SPC.

Staverton Parish Council - Delegated Responsibility - Terms of Reference – Staverton Parish Council - Public Footpath Representative

The Public Footpath Representative shall exclusively represent the interests of the Staverton Parish Council on all matters concerning Public Footpaths, Bridleways and Public Rights of Way of any kind (other than classified roads) within the Staverton Parish.

In this regards he/she shall liaise on behalf of the SPC and the West Northamptonshire Council Rights of Way and any other interested party concerning matters that he/she is made aware of by the parishioners of the Staverton Parish or becomes aware of by their own endeavours.

The role of Public Footpath Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action.

To liaise will have the meaning of conveying the known wishes of the SPC and/or gathering information on behalf of the SPC for their consideration at the next scheduled PC meeting.

Any sent emails and or messaging of any kind shall be copied into the SPC Clerk and Chairperson and be circulated to all Councillors prior to the next scheduled SPC meeting. Any formal correspondence may be drafted by the Public Footpath Representative and sent by and in the name of the Parish Council Clerk.

In the event of any contact being made as described above the Public Footpath Representative shall report such at the next scheduled SPC meeting.

The annual appointment of the Public Footpath Representative shall end at the next Annual Parish Council meeting, unless at any time terminated by resolution of the SPC.

Staverton Parish Council - Delegated Responsibility - Terms of Reference Staverton Parish Council – Police Liaison Representative

The Police Liaison Representative shall exclusively represent the interests of the Staverton Parish Council and the Neighbourhood Policing Team on all matters as detailed in the Police Liaison Representative Role Description and relevant to and within the Staverton Parish.

The role of Police Liaison Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action.

To liaise will have the meaning of conveying the known wishes of the SPC and/or gathering information on behalf of the SPC for their consideration at the next scheduled PC meeting.

Any sent emails and or messaging of any kind shall be copied into the in the SPC Clerk and Chairperson and be circulated to all Councillors prior to the next scheduled SPC meeting.

Any formal correspondence may be drafted by the Police Liaison Representative and sent by and in the name of the Parish Council Clerk.

In the event of any contact being made as described above the Police Liaison Representative shall report such at the next scheduled SPC meeting.

The annual appointment of the Police Liaison Representative shall end at the next Annual Parish Council meeting, unless at any time terminated by resolution of the SPC.

Staverton Parish Council - Delegated Responsibility - Terms of Reference

Staverton Parish Council – Planning Representative

The Planning Representative shall exclusively represent the interests of the Staverton Parish Council on all Police matters concerning Local Planning within the Staverton Parish.

In this regards he/she shall liaise on behalf of the SPC and the West Northamptonshire Council Planning Dept. and any other interested party concerning matters that he/she is made aware of by the parishioners of the Staverton Parish or becomes aware of by their own endeavours.

The role of Planning Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action.

To liaise will have the meaning of conveying the known wishes of the SPC and/or gathering information on behalf of the SPC for their consideration at the next scheduled PC meeting.

Any sent emails and or messaging of any kind shall be copied into the SPC Clerk and Chairperson and be circulated to all Councillors prior to the next scheduled SPC meeting. Any formal correspondence may be drafted by the Planning Representative and sent by and in the name of the Parish Council Clerk.

In the event of any contact being made as described above the Planning Representative shall report such at the next scheduled SPC meeting.

The annual appointment of the Planning Representative shall end at the next Annual Parish Council meeting, unless at any time terminated by resolution of the SPC.

Staverton Parish Council - Delegated Responsibility - Terms of Reference

Staverton Parish Council – Playing Field Representative/s

The Playing Field Representative shall exclusively represent the interests of the Staverton Parish Council on all matters concerning the Staverton Playing Field within the Staverton Parish.

In this regards he/she shall liaise on behalf of the SPC and the West Northamptonshire Council and any other interested party concerning matters that he/she is made aware of by the parishioners of the Staverton Parish or becomes aware of by their own endeavours.

The role of Playing Field Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action.

To liaise will have the meaning of conveying the known wishes of the SPC and/or gathering information on behalf of the SPC for their consideration at the next scheduled PC meeting.

Any sent emails and or messaging of any kind shall be copied into the SPC Clerk and Chairperson and be circulated to all Councillors prior to the next scheduled SPC meeting. Any formal correspondence may be drafted by the Playing Field Representative and sent by and in the name of the Parish Council Clerk.

In the event of any contact being made as described above the Playing Field Representative shall report such at the next scheduled SPC meeting.

The annual appointment of the Playing Field Representative shall end at the next Annual Parish Council meeting, unless at any time terminated by resolution of the SPC.

Staverton Parish Council – Delegated Responsibility

Staverton Parish Council – Tree Representative

The Tree Representative shall exclusively represent the interests of the Staverton Parish Council on all matters concerning Trees within the Staverton Parish.

In this regards he/she shall liaise on behalf of the SPC and the West Northamptonshire Council and any other interested party concerning matters that he/she is made aware of by the parishioners of the Staverton Parish or becomes aware of by their own endeavours.

The role of Tree Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action.

To liaise will have the meaning of conveying the known wishes of the SPC and/or gathering information on behalf of the SPC for their consideration at the next scheduled PC meeting.

Any sent emails and or messaging of any kind shall be copied into the SPC Clerk and Chairperson and be circulated to all Councillors prior to the next scheduled SPC meeting. Any formal correspondence may be drafted by the Tree Representative and sent by and in the name of the Parish Council Clerk.

In the event of any contact being made as described above the Tree Representative shall report such at the next scheduled SPC meeting.

The annual appointment of the Tree Representative shall end at the next Annual Parish Council meeting, unless at any time terminated by resolution of the SPC.

Staverton Parish Council - Delegated Responsibility - Terms of Reference

Staverton Parish Council – Street Lighting Representative

The Street Lighting Representative shall exclusively represent the interests of the Staverton Parish Council on all matters concerning the Staverton Street Lighting within the Village of Staverton.

In this regards he/she shall liaise on behalf of the SPC and the appropriate Street Lighting Maintenance Contractor and any other interested party concerning matters that he/she is made aware of by the parishioners of the Staverton Parish or becomes aware of by their own endeavours.

The role of Street Lighting Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action.

To liaise will have the meaning of conveying the known wishes of the SPC and/or gathering information on behalf of the SPC for their consideration at the next scheduled PC meeting.

Any sent emails and or messaging of any kind shall be copied into the SPC Clerk and Chairperson and be circulated to all Councillors prior to the next scheduled SPC meeting. Any formal correspondence may be drafted by the Street Lighting Representative and sent by and in the name of the Parish Council Clerk.

In the event of any contact being made as described above the Street Lighting Representative shall report such at the next scheduled SPC meeting.

The annual appointment of the Street Lighting Representative shall end at the next Annual Parish Council meeting, unless at any time terminated by resolution of the SPC.

Staverton Parish Council - Delegated Responsibility - Terms of Reference

Staverton Parish Council – Grass Cutting Representative

The Grass Cutting Representative shall exclusively represent the interests of the Staverton Parish Council on all matters concerning the Grass Cutting in public areas and within the Parish of Staverton.

In this regards he/she shall liaise on behalf of the SPC and the appropriate Grass Cutting Contractor and any other interested party concerning matters that he/she is made aware of by the parishioners of the Staverton Parish or becomes aware of by their own endeavours.

The role of Grass Cutting Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action.

To liaise will have the meaning of conveying the known wishes of the SPC and/or gathering information on behalf of the SPC for their consideration at the next scheduled PC meeting.

Any sent emails and or messaging of any kind shall be copied into the SPC Clerk and Chairperson and be circulated to all Councillors prior to the next scheduled SPC meeting. Any formal correspondence may be drafted by the Grass Cutting Representative and sent by and in the name of the Parish Council Clerk.

In the event of any contact being made as described above the Grass Cutting Representative shall report such at the next scheduled SPC meeting.

The annual appointment of the Grass Cutting Representative shall end at the next Annual Parish Council meeting, unless at any time terminated by resolution of the SPC.

The terms of Reference for any future Delegated Responsibility would normally follow the same or similar format as appropriate.

Police Liaison Representative (PLR) Role Description

Appointment

At its Annual Meeting, the Parish Council will appoint a Police Liaison Representative (PLR) who shall hold office until the next annual meeting unless the appointment is terminated by the council. A person may be re-appointed from one year to the next. The Police Liaison Representative may be a member or officer of the council or a member of the public.

Role

The role of Police Liaison Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action. The role of the Police Liaison Representative shall be to:

Establish contact with the relevant members of the Neighbourhood Policing Team.

- Attend an annual meeting of Police Liaison Representatives.
- Promote awareness of 101 and Crime Stoppers.
- Understand the role and impact on councils of the Crime and Disorder Act.
- Monitor crime statistics for the area and report to the council on any significant trends.
- Where there is a council-sponsored PCSO, communicate as appropriate with the council's Single Point of Contact (SPOC) for the PCSO.
- Act as the point of contact between the Neighbourhood Watch Co-ordinator and the council and help promote the Neighbourhood Watch.
- Receive news and information from the Neighbourhood Policing Team (general and related to specific local incidents) and disseminate it in the council's area as appropriate.
- Liaise with other groups/persons in the council's area on the broader community safety agenda, including fire prevention and emergency planning and bring items of interest to the attention of the council.
- Liaise and engage with the Northamptonshire Independent Advisory Group (IAG).

Time commitment

Hours will vary from community to community and person to person, but it is envisaged that the role will require between five and ten hours per month.

Commitment to electronic working

The vast majority of information will be shared electronically (e-mail and social media). Police Liaison Representatives should be comfortable working electronically.

Limit of role

Police Liaison Representatives are not involved in operational policing and are not an appropriate person to receive reports of incidents or crimes from members of the public, who should use 101 or 999 as appropriate.

Version 4.2 October 2020
