

# COLWICH PARISH COUNCIL



## BUSINESS STATEMENT

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PD004 - BUSINESS STATEMENT



# Business Statement – PD004

## Revision history

**This document was originally written by:**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Michael Lennon	Clerk	

**This document version was reviewed by:**

Policy Committee

**This document version was approved by:**

Full Council

Chairman of Council	A. C. Billingsley	September 2018
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## Revision History

<b>Version</b>	<b>Issue Date</b>	<b>Document ID</b>	<b>Reason for Change</b>	<b>Section(s) Changed</b>
1		PD004-01	Initial Issue	NA
2	09/2018	PD004-02	Annual Revision	



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## **1 Vision**

- 1.1** Colwich Parish Council will plan and work to serve the community in everything it does.
- 1.2** The Council will strive to make a real and ongoing positive difference to the lives of those within the community, reaching out to every part of the community in a collaborative and cohesive way.
- 1.3** Colwich Parish Council will work closely with the Staffordshire Parish Councils Association and the Society of Local Council Clerks to reach the very highest standards of professionalism in our daily tasks in a visible, accountable and transparent way to deliver the best possible service to the community.
- 1.4** This business statement will form the core of the overall plan for the next 4 years. Targets for achievable goals of the Council will be set and measured on a regular basis by appropriate committees reporting to the Full Council.
- 1.5** The Council uses the Local Council Award Scheme to ensure standards and ideals, work streams and standards of accountability and transparency ensuring that the needs of the community remain at the heart of all our work.

## **2 Governance**

- 2.1** All Councillors are part of the corporate management of the Council, taking advice from the Finance Committee, and will play a part in assisting the Council in reviewing its core budget, supported by officials, to ensure that financial probity is maintained at all times.
- 2.2** The Council has established a network of working committees, liaising with the community to ensure appropriate understanding of needs and delivering appropriate support where required.
- 2.3** The Council follows the targets for responding to correspondence, as set out in the Freedom of Information Act, from the community and outside stakeholders. Where appropriate these communications will be published and made available for scrutiny.
- 2.4** 90% of draft minutes will be published within 2 weeks of the meeting. The signed final copy made available within 1 week of the meeting.
- 2.5** Constant vigilance on Health and Safety is important. The Council will seek to continually monitor the health and safety of its employees and members whilst on official business. The Council will assist other local authorities to deliver their responsibilities for health and safety in the village. It will work collaboratively to maintain the infrastructure of the community at all levels so as to reduce harm done to local residents in their daily lives. The Council will work in partnership with the health bodies to improve health facilities and services in the parish. The council will, whenever possible, work to enhance access to green spaces and amenities.
- 2.6** The Council reviews its complaints procedures under the auspices of the Policy Committee. The Council will strive to provide a safe environment for residents, employees and councillors to be able to raise matters of concern.



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- 2.7** The Council undertakes an annual review of the effectiveness and cost of its insurance policy to ensure that best value and cover is maintained at all times.

### **3 Community**

- 3.1** Colwich Parish Council will put the needs of the community at the heart of everything that it does.
- 3.2** The Council will endeavour to ensure that it goes above and beyond what the Local Council Award Scheme would do to engage with the community at all levels. The Council will undertake to collate and communicate the work that they do for all parts of the community.
- 3.3** The Council has established a series of monthly Surgeries alternating between the two wards. Details of the dates, times and locations of these Surgeries are advertised on the Council's website.
- 3.4** The Council will review its website on an on-going basis to ensure the community is better represented and to provide easier access to information on the work the Council is undertaking.
- 3.5** The Council will review and improve the Community Grant Award policies and work closely with community groups to support their needs. The Council will seek to engage with all community groups to ensure a growing inclusion in the annual Parish Meeting. This meeting will be used to celebrate the success within the community including the announcement of the "Citizen of the Year".

### **4 Development**

- 4.1** Colwich Parish Council is committed to the development of core skills for its officers and councillors. As changes are made to rules and regulations, policies will need to be adjusted and the knowledgebase of stakeholders needs to be improved.
- 4.2** Having a qualified Clerk is just the start of enhancing the essential skills and knowledge base of the Proper Officer. The Council undertakes to develop strategies to enhance the basic qualifications in an ongoing program of courses provided by the Professional Bodies. The Council will undertake to modify and enhance policies and working protocols to ensure that best practice is instilled into staff and councillors and delivered into the work of the Council as a whole.
- 4.3** Councillors will be encouraged to attend relevant Councillor training courses. Courses should help to ensure that meetings are run in an efficient way to ensure that business is transacted in a professional manner.
- 4.4** Officers will be required to attend appropriate training courses organised to continually improve their knowledge base of best practice and to gain necessary qualifications. Officers will also be expected to attend Staffordshire branch meetings of the Society of Local Council Clerks as well as the Society's Annual Conference. The Clerk will also be expected to attend the Society's Leadership in Action Conference whilst the Deputy Clerk will be expected to attend the Society's Practitioner's Conference. The Officers will be encouraged and supported to become



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active within the Society and the Association of Local Council Clerks so as to enhance and continually develop their knowledge base of the sector.

- 4.5** The Council will undertake to review regularly the terms and conditions of employees. The Parish Clerk and Deputy Parish Clerk are keystones in the management and effectiveness of the Council as a whole. The Council, as an employer, undertakes to deliver a suite of measures which will enhance the working ability and conditions of its employees.

## **5 The Parish Office**

- 5.1** The Parish Office is the hub of all activities. The Council commits to review, on an on-going basis, the way the office works to ensure it balances the needs of getting work completed alongside a welcoming office which engages with the community and councillors.

**SIGNED**

COUNCILLOR ADAM BILLINGSLEY,  
PARISH COUNCIL CHAIRMAN