

COLWICH PARISH COUNCIL



PD022 BUSINESS STATEMENT

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BUSINESS STATEMENT

Business Statement – PD022

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Name	Position	Date
Michael Lennon	Clerk	

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Revision History

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1 VISION

- 1.1** Colwich Parish Council (the Council) plans and works to serve the community in everything it does.
- 1.2** The Council strives to make a real and ongoing positive difference to the lives of those within the parish, reaching out to every part of the community in a collaborative and cohesive way.
- 1.3** The Council works closely with the Staffordshire Parish Councils Association (SPCA) and the Society of Local Council Clerks (SLCC) to reach the very highest standards of professionalism in its daily tasks in a visible, accountable and transparent way to deliver the best possible service to the community.
- 1.4** This business statement forms 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 its work.

2 GOVERNANCE

- 2.1** All Councillors are part of the corporate management of the Council, taking advice from the Finance Committee, and 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 committees 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. These communications will be published and made available for scrutiny.
- 2.4** 90% of draft minutes will be published on the Council's website within 2 weeks of the meeting. The agreed final copy will be published within 1 week of the meeting.
- 2.5** The Council will monitor the health and safety of its employees and members whilst on official business. The Council will, where appropriate, assist other local authorities to deliver their responsibilities for health and safety in the parish. The Council will work collaboratively to maintain the infrastructure of the community at all levels to reduce harm done to 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 has established a Complaints Committee to review its complaints procedures and to consider any complaints. The Council will strive to provide a safe environment for residents, employees and councillors to be able to raise matters of concern.
- 2.7** The Council undertakes a regular review of the effectiveness and cost of its insurance policy to ensure that best value and cover is maintained.

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3 Community

- 3.1** The Council will put the needs of the community at the heart of everything 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 will endeavour to attend established external community events to engage with members of the community. The Council also engages with the community at its own community events e.g. summer fete.
 - 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** The Council has introduced an autumn Parish Meeting to gauge residents' feedback and suggestions for Council proposals for the following year.

5 DEVELOPMENT

- 5.1** The Council is committed to the development of core skills for its officials 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.
- 5.2** Having qualified officials is just the start of enhancing the essential skills and knowledge base of the Council's officials. The Council will undertake to modify and enhance policies and working protocols to ensure that best practice is instilled in officials and Councillors and delivered into the work of the Council as a whole. See PD008 – Training Policy.
- 5.3** 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.
- 5.4** Officials will be required to attend appropriate training courses to continually improve their knowledge base of best practice and to gain necessary qualifications. Officialsⁱ 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 Chief Officer will also be expected to attend the Society's Leadership in Action Conference, or equivalent, whilst the Deputy Chief Officer and Events Officer will be expected to attend the Society's Practitioner's Conference. Officials will be encouraged and supported to become active within the Society and the Association of Local Council Clerks so as to enhance and continually develop their knowledge base of the sector.
- 5.5** The Council will undertake to review regularly the terms and conditions of employees in line with the National Joint Council for Local Government Services National Agreement on Pay and Conditions (the Green Book). The Chief Officer, Deputy Chief Officer and Head Lengthsman are keystones in the management and effectiveness

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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 officials.

6 THE PARISH OFFICE

- 6.1** 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 WENDY PLANT, PARISH COUNCIL CHAIRMAN	

ⁱ Officials in this context refers to the Chief Officer, Deputy Chief Officer and Events/Social Media Officer.