

Woughton Community Council

Lead Members 2020/2021

It is the responsibility of the Leader of the Council to propose lead members each year. Ideally this should be at the Annual Meeting of the Council though this is awkward in two respects. Firstly, the same meeting elects a Leader and secondly other positions which may link to lead roles are also not selected until the same evening.

Officers are asked to liaise closely with lead members as referenced in the paper on delegations.

Lead Member Recommendations relating to position:

Leader of the Council

Budget, Press and Media. Corporate Strategy, Income Generation, External Relations (MKALC, BMKALC and NALC as well as MK Council and other organisations, Policy Development, Medium Term Financial Strategy.

Chair of the Council

Constitutional Matters, Member and Officer Relationships, Standards. Neighbourhood Plan, Regeneration, Events (jointly with the Ambassador and where appropriate the Chair of the Services Committee, Full Council Agenda.

Chair of the Operations Committee

HR Policies, Appraisals (policy relating to) Member and Officer Training and Development, Internal Communications, External Communications except Press and Media, Grievance and Disciplinary Procedures, ICT.

Chair of the Resources & Finance Committee

Policy Implementation, Capital programme, Voluntary Sector Liaison, Investments, Treasury Management. Internal and External Audit, Community Centres and Halls. Banking arrangements, Payments, Procurement, Bank Reconciliations, Insurances, Risk Register.

Chair of the Services & Communities Committee

Youth Services, Environmental Services, Community Services, Advice Service, Grant Aid. Carnival, Woughton Cares, Liaison with Residents Associations and Community Groups, Landscaping.

Chair of the Planning, Licencing & Development Committee

Oversee all relevant planning and licencing applications.

Ambassador

Civic Matters, Formal Representation of the Council at Civic Events and Functions. First Citizen, Events (Jointly with the Chair and where appropriate Chair of the Services Committee.

The Deputy Leader and Vice Chairs shall deputise for the above as appropriate.

Line Management

It is the responsibility of the Council Manager to line manage those that report directly to him/her, and for them to line manage staff within their portfolio. This cascade system may be further delegated.

The arrangements for the Council Manager are as follows:

Chair of the Council

Appraisal, Disciplinary matters, Incremental Progression, Authorisation of Training, Agreement to leave arrangements etc. Formal Line Management of Council Manager.

Leader of the Council

To liaise with the Council Manager on all matters within the purview of the Leader (e.g. Finance, Strategy, Policy Development, Communications, External Liaison etc.)

Last review date:	May 2019
Next review date:	May 2021
Lead:	Council Manager
Overseeing Committee:	Full Council
Approved:	
Review cycle:	Annually