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# Briefing Note

## Review of Portfolio Holders (councillors' responsibilities)

### 1.0 Background

In previous years, the Chair has asked councillors to volunteer and take on extra responsibilities as part of their role in the community and to support specialised pieces of work. The Chair has examined the way in which work is shared out and is suggesting that outcomes might be improved if councillors were to be in small working groups that would cover a range of topics, but each with a broad function.

### 2.0 Proposal

2.1 Conduct business through Working Groups that would cover four business areas. A WG would include at least three councillors working together with an elected lead. Councillors may also be asked to work across groups where they have specialist knowledge or where a Councillor declares a conflict of interest.

Because these groups are not strictly a council-only group, residents (volunteers and advisors) can be co-opted to join.

2.2 Each Working Group would:

- Respond to matters raised by residents, the parish council, Cornwall Council, and other agencies in respect of the work areas listed in the groups Terms of Reference. The WG would be to investigate and research responses.
- Prepare regular reports to the public meetings, make recommendations and obtain approval for any proposed actions that the group had agreed.
- Be responsible for the development and delivery of projects as agreed by full council.
- Contribute and support the budget setting process by monitoring and identifying future expenditure.

### 3.0 Groups and membership

3.1 The four groups would cover:

#### **Finance and General purposes**

Input to budget planning and monitoring. Conduct of council business and the democratic process. Emergency planning. External relationships. Community Energy Projects.

#### **Planning and Development**

Comments on planning matters and maintaining/reviewing the Neighbourhood Plan, Economic Development policy and engagement with Cornwall Council.

#### **Transport and Highways**

Representing the parish council on the campaign for an A38 upgrade (Safe 38). Highlighting A390 safety in parish, speed limit schemes, develop schemes and campaigns to support and protect public transport.

#### **Environment & Open Spaces**

Continue supporting Menheniot Green to deliver environmental projects as a working group. Develop and publicise parish council input and support for sport and recreation strategy for the future with Menheniot Sports Association and Menheniot-Looe Cricket Club. Propose costed future asset plans.

### 3.2 Suggested appointment of councillors to Working Groups

Finance and General Purposes

Cllrs Cole, Easterbrook & Berg

Planning and Development

Cllrs Cole, Smith & Easterbrook

Transport and Highways.

Cllrs Tucker, Smith, Cade and Luck

Environment & Open Spaces (including Menheniot Green)

Cllr Goldsmith, Curgenvin, Luck & Ball

Councillors may be co-opted to a working group for specific projects when their skills and experience may be of use.

#### **4.0 Next steps**

4.1 Councillors are asked to consider:

- Nominations for each group
- Group to select a leader
- Agree their terms of reference
- Outline work plan
- Reporting back timetable

4.2 This will be an agenda item for discussion at the 20 July Public Meeting.

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