

Report of The City Solicitor

Report to Annual Meeting of the Parish and Town Council Forum

Date: 27th January 2014

Subject: Parish and Town Council Charter – Annual Review

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Parish and Town Council Charter was first agreed in 2006. It requires that the Parish and Town Council Forum undertake an annual review in order to ensure that the Charter keeps pace with developments and remains fit for purpose.
2. The Charter also requires local councils to monitor its effectiveness and to feed in any views for consideration as part of the annual review. Additionally, the Charter requires that Leeds City Council conducts an annual monitoring exercise reviewing, from their perspective, their relationship with local councils and the performance of local councils compared to the standards set out in the Charter.
3. Following the seventh annual review, at the request of the Voice and Influence Team, amendments were made to Section 3 of the Charter to include references to consulting with children and young people. Although those present at the meeting agreed to these amendments, they felt they needed further strengthening. The local councils were given until the 28th March 2014 to agree additional wording to the charter.
4. A number of minor administrative amendments have also been made within Sections 2 and 3, to reflect the change from an Annual Conference to an Annual Seminar.

Recommendations

5. That the necessary amendments be accepted and the Charter be republished.

1 Purpose of this report

- 1.1 The purpose of the report is to agree the findings of the review and incorporate any changes into of the current Parish and Town Council Charter, prior to republishing.

2 Background information

- 2.1 The Parish and Town Council Charter was agreed in 2006 and annual reviews have taken place every year since.
- 2.2 The seventh annual review was undertaken between October-December 2013.
- 2.3 Comments and issues raised were discussed at the Parish and Town Council Annual Forum, held on the 27th January 2014.

3 Main issues

- 3.1 There were no proposed amendments submitted by local councils. There was one comment received congratulating Leeds City Council on the both the review procedure and document.
- 3.2 Comments were received from the Council's Voice and Influence Team. Following further consultation with local councils, these additional comments have now been incorporated into Section 3 of the Charter.
- 3.3 A number of minor administrative amendments were also made within Sections 2 and 3, to reflect the change from an Annual Conference to an Annual Seminar.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Between October and December 2013, copies of the current Charter were circulated to all 33 local councils and to all Directors, inviting them to comment on the operation of the Charter from their perspective.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no equality, diversity, cohesion or integration related issues identified within the recommendations of this report.

4.3 Council policies and City Priorities

- 4.3.1 There are no implications for Council policies or City priorities.

4.4 Resources and value for money

4.4.1 There are no implications for Council resources.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no specific legal implications.

4.6 Risk Management

4.6.1 There are no risks identified.

5 Conclusions

5.1 All comments have been considered and amendments agreed at the Annual Forum.

6 Recommendations

6.1 That the updated Parish and Town Council Charter be approved and republished.

7 Background documents¹

7.1 Parish and Town Council Charter.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.