

# **Poundstock Parish Council**

## **Portfolios of Responsibility**

### **1. Introduction**

- 1.1 The responsibility and terms of reference for each portfolio will be set by the Council and Portfolio Holders will serve for a year, appointed at the May Annual Meeting of the Council.
- 1.2 Portfolio Holders do not have decision making powers, they are not mandated to act on their own without reference to or instruction from the Council. It is important that the appointed member is very clear that they act upon Council instruction, with a clear mandate to support the Clerk and do not seek to act outside of the clear and minuted instruction of the Council, and the Portfolio Terms of Reference.

### **2. Benefits of the Portfolio Structure**

- 2.1 That the work of the Council is shared equally amongst Councillors. The Clerk is able to work more efficiently by close liaison with the Portfolio Holder on various issues.
- 2.2 The decision-making process remains open and accessible to members of the public.
- 2.3 It does not require extra rounds of meetings, but simply facilitates a better, more informed discussion at Council meetings.
- 2.4 The knowledge and expertise of members grows with their active involvement in a particular field of the Council's work in the community.
- 2.5 It streamlines the administration process by allowing the Clerk to steer relevant information to the appropriate member.
- 2.6 The relevant Portfolio Holder would be the Council's appointed representative at outside meetings.

### **3. Draft Terms of Reference for Portfolio Holders**

- 3.1 To work with the Clerk to ensure that any decisions of the Council relevant to the portfolio are acted upon and/or reported back to the Council for further consideration.

- 3.2 The member does not hold any delegated decision-making powers, but acts upon Council instruction, working under the authority delegated to the Clerk, to act as a conduit for information and to aid the decision-making process.
- 3.3 To receive and read any reports on behalf of the Council and make a report to the next Council meeting.
- 3.4 To represent the Council, with prior Council approval, at any relevant outside meetings and provide a written report to the Clerk for circulation to the Council.
- 3.5 To gain background knowledge on the subject to assist the Council in representing the parish's interests.

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