



## Watton Town Council – Lead Councillors

### PREAMBLE

The Clerk to the Council has overall day to day responsibility for all Council related matters, including interaction/communication with Norfolk County Council, Breckland District Council, other Town and Parish Councils and all contractors, as well as the administration of cemetery matters, financial accounting, banking, procurement of goods/services, the website and for ensuring that the Council is compliant with legislation and regulations. The Town Clerk retains the overall responsibility for all work pertaining to the Town Council, but will consult with, and be consulted by Lead Councillors on issues/proposals in respect of a Lead Councillor's allocated area of interest.

### THE ROLE OF LEAD COUNCILLOR

Areas requiring the role of Lead Councillor will be determined by the Town Council at Full Council Meeting.

Areas of responsibility may relate to on-going work within the Council, or specific time-limited projects.

*Examples* could include such areas as:

Cemetery matters	Grounds and Equipment	The Market
Allotments	Museum Proposals	Council Events
Heritage Management	Recreation	
Youth Provision	Provision for the Elderly	

(This is **not** a definitive list)

A separate remit appropriate to context will be set within any area to be allocated to a Lead Councillor. That particular remit will sit within the General Terms of Reference set out below and will define the remit and extent of responsibility/authority for Lead Councillors.

Terms of Reference:

Councillors may be assigned Council Lead roles based on areas of responsibility and work to the following generic terms of reference in relation to that specific area of responsibility:

- A Lead Councillor will not have the authority to make policy/take decisions on behalf of the Town Council. The essential role is to oversee and support the

work of the Council employees in carrying out Town Council policy and resolutions. Councillors must operate within the policies and decisions authorised at Full Council, and refer back to Full Council on all matters having financial implications or requiring amendment of policy or previous resolutions.

Lead Councillors should:

- Be aware that the Clerk to the Council has overall day to day responsibility for all Council related matters, and refer issues of concern or requiring immediate action to the Clerk
- Liaise with and seek legislative/administrative/financial advice from the Clerk to the Council
- Have regard to relevant policies, procedures and regulations
- Act as the primary Councillor point of contact for the designated area
- Be proactive, not just reactive in bringing forward matters relating to the designated area
- Work with other relevant organisations as necessary
- Attend and/or be aware of the outcome of relevant formal meetings of any organisation with whom they liaise (e.g. AGM meetings)
- Provide written reports to the Town Council as necessary, minimum twice within a 12 month period
- Bring issues for debate to the Town Council as necessary, (in accordance with Standing Order Procedures requesting that the Clerk to the Council place an appropriate item on the Agenda)
- Ensure that relevant papers are available for distribution by the Clerk to the Council prior to the meeting
- Follow up and report on actions agreed during a Council Meeting
- Where appropriate, oversee agreed policies related to their role
- Consult with the Clerk to the Council for advice/assistance as necessary to observe that Health and Safety requirements/measures are implemented and maintained as part of the Council risk management process

Procedure

- At each Annual Meeting of the Town Council the areas of Lead Councillors will be resolved with Councillors to be elected to the roles
- Councillors can take on new Lead Councillor roles or relinquish roles (with replacements elected if necessary) throughout the year