

North East Lincolnshire Borough Council and Town/Parish and Village Councils Charter

Introduction

1. The Town/Parish and Village Councils and North East Lincolnshire Borough Council have agreed to publish a charter which sets out how they aim to work together for the benefit of local people.
2. In their role as democratically accountable bodies, North East Lincolnshire Borough Council and the Town/Parish and Village Councils offer a means of shaping the decisions that affect their community. They offer a means of decentralising the provision of certain services and of revitalising local communities.
3. North East Lincolnshire Borough Council acknowledges that Town/Parish and Village Council is at the grass-roots level of local government. By working together we aim to act in partnership with local communities.
4. We will undertake to review this Charter every 3 years.

Sustainability

5. North East Lincolnshire Borough Council will work in partnership with Town/Parish and Village Councils to promote sustainable social, economic and environmental development for the benefit of local communities.

Community strategies and local partnerships

6. Town/Parish and Village councils have a community leadership role in our partnership arrangements. They will be actively involved in relevant ward working wider borough strategies. As place leaders they have a role to play in creating and supporting

a stronger economy and stronger communities and will feed in to borough partnership arrangements through links with ward councillors.

Local governance

7. Governance arrangements will include:
 - North East Lincolnshire Borough Council will hold quarterly liaison meetings with representatives of all Parish/Town and Village Councils (2 Nominated Representatives from each Parish/Town and Village Council). The liaison meeting will provide an opportunity to refer unresolved matters of concern to Scrutiny, and a nominated representative will be invited to speak at the appropriate Scrutiny meeting.
 - Town/Parish and Village Councils will invite their respective Ward Councillors, and relevant officers of North East Lincolnshire Borough Council to all parish council meetings, and that the Ward Councillors be invited to speak and give a Ward report, if so required.

8. North East Lincolnshire Borough Council will administer the holding of Town/Parish and Village Council elections. The respective authorities will work together to limit the costs of holding such elections. This will include:
 - Electoral Register
 - Election Publicity
 - Polling Stations and Postal Votes
 - Count
 - Publication of results

Consultation

9. North East Lincolnshire Borough Council will give the Town/Parish and Village Councils the opportunity to comment before making any decision which affects their ward. North East Lincolnshire Borough Council will circulate an electronic list of its public reports to committees and subcommittees to the Clerk of Town/Parish and Village Councils at the same time as they are sent to members of NELC. Town/Parish and Village Councils can request a copy of any public report and are encouraged to comment directly to members of the Borough Council.

10. North East Lincolnshire Borough Council will:
 - Consult on all valid planning applications received in a timely manner to Town/Parish and Village Council for their ward in accordance with planning consultation legislation. to ensure that items can be considered on the agenda for Town/Parish Council meetings.
 - Consult regarding disposal of North East Lincolnshire Borough Council land and assets within the respective ward area.
 - Consult with Town/Parish and Village Councils on their individual local emergency plans. Town/Parish and Village Councils will review these plans on an annual basis.

11. Officers and Councillors of the North East Lincolnshire Borough Council will be given an opportunity to speak at Town/Parish and Village Council meetings on matters of mutual interest.

Standards and Adjudication Committee

12. Both North East Lincolnshire Borough Council and Town/Parish and Village Councils have adopted codes of conduct, based on the national model code of conduct. The Town/Parish and Village Councils will work with North East Lincolnshire Borough Council's Standards Committee to promote and maintain high standards of conduct. This will include training on standards and ethics provided by North East Lincolnshire Council's Monitoring Officer.

Delegating Responsibility for Service Provision

13. Opportunities will be explored for Town/Parish and Village Councils to discharge functions on behalf of North East Lincolnshire Borough Council, who will consider this where it provides best value (taking account of cost, quality, local preferences and practicability) and provide the name of a nominated officer to liaise with the Town/Parish Council. Where it is not good value or practicable North East Lincolnshire Borough Council will, in consultation with Town/Parish and Village Councils, explore alternative solutions to encourage more local-level input into service delivery, and encourage Town/Parish and Village Councils, or a group of Councils, to take on aspects of the delivery, management and monitoring of services currently provided by them.
14. Where Town/Parish and Village Councils takes on the provision of certain services, land or assets, future funding requirements will be agreed between North East Lincolnshire Borough Council and Town/Parish and Village Councils, any funding arrangements will be arranged through a formal Service Level agreement.

Financial Arrangements

15. North East Lincolnshire Borough Council will set out its financial arrangements for Town/Parish and Village Councils in accordance with the principles and good practice guidance on delegated service delivery, and explore opportunities to avoid double taxation.

Local Community Life

16. North East Lincolnshire Borough Council will evidence initiatives to promote local community life through any of its publications and afford Town/Parish and Village Councils Council space to promote any of their initiatives also.

Practical support

17. North East Lincolnshire Borough Council will, where practicable, enable Town/Parish and Village Council access to their own support services, and enable them to take advantage of facilities such as printing and purchasing, at a mutually agreed price.
18. Assistance will be offered in identifying and helping to meet the training and induction needs of Town/Parish and Village Councils in association with ERNLLCA.
19. North East Lincolnshire Borough Council will endeavour to ensure that Town/Parish and Village Councils are included as partners in any multi agency issues affecting them.
20. North East Lincolnshire Borough Council will appoint a named liaison officer as a first point of contact.

Land use and Development Planning

21. North East Lincolnshire Borough Council will involve and consult with Town/Parish and Village Councils in the preparation of development plan documents that will make up the North East Lincolnshire Local Plan.
22. North East Lincolnshire Borough Council will involve and consult with Town/Parish and Village Councils in the production of Supplementary Planning Documents, which refer to their ward.
23. North East Lincolnshire Borough Council will engage with Town/Parish and Village Councils on any proposed neighbourhood plans.

Information and complaints

24. North East Lincolnshire Borough Council and Town/Parish and Village Councils will acknowledge all communications sent by the other party within 14 calendar days, with a full response sent within 28 calendar days.
25. If either Council is dissatisfied with the action of the other, the response to a request for information, or a failure to consult, then a formal complaint may be made. These will then be dealt with through the respective Council's complaint management procedures.