



HOUGHTON REGIS TOWN COUNCIL

Statutory Functions Policy

Date of Approval:	25 th March 2019
Reviewed:	26 th November 2018

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1. INTRODUCTION

1.1 Included within the Council's Vision 2020 is an outcome for the council to have policy guidance on how the council responds to the following types of requests:

- Partnership working for project development
- Partnership working for project delivery
- Consultation responses (outside of those covered by the HRTC Planning Committee)

2. PARTNERSHIP WORKING

2.1 Much of the work of the Council is delivered in partnership with outside organisations.

2.2 The Town Clerk is provided with delegated authority under this policy to determine whether a request for partnership working needs to be presented to Town Council for consideration.

2.3 The Clerk will take the following factors into consideration:

- (a) Whether the project supports the Objectives and Outcomes of the Council Vision;
- (b) The anticipated officer time commitment;
- (c) Whether any funding will be required.

2.4 Projects which involve a significant amount of officer time or council financial support will be presented to Town Council for consideration.

2.5 Projects with less officer time and no financial commitment from HRTC will be determined by the Clerk.

2.6 For larger projects which will be determined by Town Council the partner organisation will be required to provide the following detail:

- Details of the project
- Details of project governance
- Funding of the project
- Timescale for project development
- Timescale for project delivery
- Nature of support requested including officer and or member involvement (time), level of funding requested (factoring in how this may change over the project timescale)
- Details of any other partners

3. CONSULTATIONS

- 3.1 From time to time the council are consulted by outside organisations on issues such as:
- (a) Their corporate plan;
 - (b) Their budget;
 - (c) Their policies, procedures etc
- 3.2 When a consultation is received the clerk will email all members with the detail provided.
- 3.3 Should 2 or more members request that the consultation be included on a Council agenda this will be done. Should there not be a scheduled council meeting within the consultation period the Clerk will contact the organisation and request an extension. Should this extension not be granted the consultation will not be presented to Council. Members will be advised of this and invited to submit personal comments.

4. POLICY REVIEW

- 4.1 Houghton Regis Town Council is committed to reviewing its policies and making improvements where possible. This policy will be reviewed every 4 years or as required by the Corporate Services Committee.