

MELBOURN PARISH COUNCIL

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Please note: New Parish Office opening hours:

Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm

Alternatively, please call to arrange an appointment.

November 2016

MELBOURN PARISH COUNCIL WORKING PARTIES AND TERMS OF REFERENCE

CAR PARK WORKING PARTY

- Roland Potter
- Cllr John Regan
- Cllr Jose Hales
- Cllr Steve Kilmurray
- Duncan Baker
- John Goodricke
- Mike Swann

TERMS OF REFERENCE FOR MELBOURN PARISH COUNCIL CAR PARK WORKING GROUP

1. Background

Melbourn Parish Council voted on 10th October to establish a Car Park Working Group to review the events surrounding the construction of the High Street Car Park completed in December 2015.

2. Scope

- a. Phase 1 is to be an urgent review of the contractors final estimated cost of £393,364.09 and make recommendations to the Parish Council as to the way forward.
- b. Phase 2 is to be a full Post Project Review to learn lessons for future projects authorised by the Parish Council.
- c. The reviews will investigate amongst other issues:
 - the requirement
 - scope of work
 - contract strategy and procurement
 - roles and responsibilities
 - the management of the project
 - financial management and control
 - public consultation
 - programming of the work
 - change management
 - the final account
 - value for money

3. Working Group Membership

- a. It was agreed by the Parish Council that the Working Group have an independent chair
- b. Three Parish Councillors to serve as members of the working Group
- c. It was also agreed that volunteers be sought from members of the public to serve on the Working Group (three totally independent members are suggested)

4. Programme

- a. In view of the pending litigation Phase 1 will need to be completed by 28thOctober, should an extension of time be granted this date will be revised accordingly.
- b. The Phase 2 programme to be agreed by the Working Group once formed.

5. Deliverables

- a. The Working Group will publish reports for each phase of the work for Parish Council approval prior to being placed in the public domain.

CODE OF CONDUCT WORKING PARTY

- Cllr Julie Norman
- Cllr Sally Ann Hart
- Cllr Steve Kilmurray
- Diana Barker
- Howard Gascoyne

TERMS OF REFERENCE – CODE OF CONDUCT

There should be a maximum of 6 members, of whom up to 3 should be non-councillors.

The WP is report back to the Parish Council by 31 December 2016.

Initially, the remit of the WP is to:

- Review the Council's current Code of Conduct (adopted November 2015) in the light of PC68/16 (Ian Dewar's note on Disclosable Pecuniary Interests – Melbourn) and other guidance on good practice (for example, Local Councils Explained).
- To review the current Standing Orders on dealing with complaints against the Council and to present a draft Complaints Policy to the Parish Council.
- To recommend to Council whether to apply for the NALC Local Council Award Scheme as an external validation of the changes made to procedures, and at which level.

As a second phase the Working Party should be asked to review the Council's Standing Orders – to be completed for the Annual Parish Council Meeting in May 2017.

Cemeteries Working Party to Oversee the Tree Planting at New Road Cemetery

- Cllr Mike Sherwen
- Cllr Rosemary Gatward
- Cllr Chris Stead

HR Panel (In line with Melbourn Parish Council Employment Policy)

- Cllr John Travis
- Cllr Sally Ann Hart
- Cllr Nikki Cross
- Cllr Rosemary Gatward
- Kerry Harrington

Working Party to investigate Social Media – come back with proposals

- Claire Littlewood – Assistant Clerk
- Cllr Nikki Cross
- Caroline Baker