



Delegation to Town and Parish Councils
Project Brief
Version (draft)

V1.2

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Project Initiation Document

Background

With the demise of the County and District Councils in 2009 there will be:

1. A need to transfer assets and the delivery of services either to Wiltshire Council (WC) or to Town and Parish Councils (T&PCs)
2. Opportunities for T&PCs to take on some services that are currently being delivered
3. Opportunities for T&PCs to initiate or enhance current services

1. Outline Business Case

As stated in the One Council for Wiltshire bid and Programme PID

3. Objectives and scope

To encourage the delegation of key local services to T&PCs to run according to local needs

Phase 1 (by April 2009):

- to discover those services that could be delegated to T&PCs
- To establish the legal, procurement, finance and sustainability frameworks to allow delegation
- To discover the aspirations, capacity, ability of T&PCs to take on services
- To identify resources in terms of funding, staff effort and capital equipment
- With current and eventual WC service delivery departments, to develop the mechanisms for delegation
- To draw up a schedule of services, receiving T&PCs and timescales

Phase 2 (initiated case-by-case once the objectives of Phase 1 have been achieved):

- To implement the delegation of services in accordance with the schedule

4. Scope

In principle, services noted in Schedule A (attached) could be delegated to T&PCs. However the feasibility for delegation is constrained by:

- The capacity and expertise of the receiving council, either individually or in partnership, to deliver the service
- The funding resources available to both parties
- The staffing resources available to WC to monitor standards
- The sustainability of the service

It is unlikely that the majority of the 256 parishes in Wiltshire will wish to take on services. It is envisaged that only the town councils (16) and larger parish councils, individually or in partnership, will wish to negotiate. Although legally possible, it is highly unlikely that any parish meeting (18) will take on any services.

It is assumed that Salisbury will evolve in to a parish (town) council.

The development of the Community Boards (CB) and their relationship with both Community Partnerships and the T&PCs within their area will be significant in the delivery of this project.

5. Interfaces and Dependencies

The project will develop alongside that of the establishment of CBs.

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A major dependency is the parishing of Salisbury project. However, once the form of the parish is established, negotiations can proceed with relevant staff.

6. Deliverables

- Practical protocols, mechanisms and procedures for the delegation of individual services
- Financial arrangements for transfer and delegation
- Distinct Service Level Agreements (SLA)/contracts with individual T&PCs
- Schedule of delegations
- Monitoring and Evaluation Plan
- Whole-county liability and funding register

7. Approach

The project is split into two phases:

- Phase 1: Discovery and Development
- Phase 2: Implementation

Within these phases, the schedule will be divided into stages determined by:

- Feedback from T&PCs on their propensity to take on services and WC's evaluation of their capacity, expertise, etc to take then on
- The parishing of Salisbury
- The various stages of the FLS Workstream projects

8. Stakeholder engagement

T&PCs will be engaged by Meet & Greet sessions, area or sub-area workshops and individual meetings with the PM and relevant service staff

Formal invitations to enter discussions and possible subsequent negotiations will be issued

Democratic engagement will be established through the mechanisms of the TOC Programme (to the IE)

9. Organisational Development

Nil envisaged at this stage

10. Plan

See Scope above. A detailed plan will be published after discussions with Workstream Owners, Service Heads, Cross-cutting function managers and a selection of T&PCs

11. Organisation – roles and responsibilities

The project manager reports to the CLG Workstream Board, and specifically the Workstream Owner. Project Support will be established on an ad-hoc basis initially form existing resources with the Workstream and other service departments

12. Resource requirements

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Phase 1

- A project manager has been established by secondment for this project. It is envisaged that administrative resources as follows will be required:
- Administrative support up to 8 hours per week
- Ad hoc professional advice from, e.g. legal, financial, procurement and HR
- Service department contributions to develop mechanisms

Phase 2

- Project Management (x1) to coordinate the execution of Phase 2, initially at least one year
- Service department time to set up, transfer, monitor and evaluate individual services with individual T&PCs/CBs

13. Costs

- Delegation costs – to follow during Phase 1
- Project costs - £50,000, to include PM's salary, travel, subsistence, office and incidental expenses

14. Quality

To follow

15. Controls

The project will be delivered within the TOC Programme methodology, with regular reporting to the CLG Workstream Board

16. Tolerances

To follow