



Frodsham Town Council Methodology For Effective Execution Of Executive Powers For Committees

1 Objectives

1.1. *To Reduce The Running Time of Full Council Meetings*

- i Ordinary Meetings of the Full Council are scheduled to last for up to 2.5 hours (Standing Order 1.z). Increase in the extent of business to be dealt with necessitates suspension of Standing Orders and deferment of consideration of issues to the following or an additional, specially convened meeting.
- ii Giving Budget Holding Committees and the Committee(s) responsible for reviewing policies and procedures executive powers is one measure (among others) to reduce the running time of FTC meetings.

1.2. *To Expedite Service Provision*

- i Where Committees are obliged to submit quotations for goods, services & works to FTC for approval before committing to incur any expenditure, the schedule of meetings inevitably results in delays – particularly in August & December – in the award of contracts.
- ii Giving Budget Holding Committees executive powers enables expeditious and more effective service provision.

1.3. *To Enable Timely Implementation of Changes in Policies & Procedures*

- i The need for Committee(s) to submit amended/updated documents to Council for approval at its Ordinary Meetings inevitably causes delay, including changes emanating from legislation.
- ii Giving the reviewing Committee(s) executive powers enables timely & effective implementation of changes to the Council's policies & procedures.

2 Limitations

2.1. FTC empowers the budget-holding Committees to incur expenditure on 'routine items' subject to the following limitations:

- i The Committee's expenditure must not exceed its budget approved by FTC.
- ii Expenditure on any single item must not exceed the amount specified in the Committee's Terms of Reference.
- iii The Committee must not enter into a contract for more than £250 to spend before the end of 'call-in' period (para 3).

3 The "Call-in" Procedure

3.1. The procedure is dependent on timely publication of minutes of Committees' meetings and active participation of Councillors.

3.2. *Methodology:*

Day 1	<ul style="list-style-type: none">• The Committee meets and approves a quotation for goods, services or works/change(s) to policy/procedure document.• The Chair of the Committee confirms his/her availability for days 2 – 4 or nominates the Vice-Chair or another member for checking of the minutes.
Clear Days 2 - 3	<ul style="list-style-type: none">• The Town Clerk/Admin Officer produces the minutes of the meeting (in the event of inability of the TC/AO to produce minutes, an extract giving details of 'proposal to spend'/'proposal to amend document' will be produced)• The TC/AO passes the minutes (extract, if appropriate) to the Chair of the Committee (nominee if appropriate) for comments/approval.

Clear Day 4	<ul style="list-style-type: none"> • The Chair of the Committee (or nominee) returns the Minutes (or extract) to the TC/AO by noon • The TC/AO circulates the Minutes (or extract) and, in the case of new or substantially revised documents, the reviewed policy & procedure documents to all Councillors.
Clear Days 5 - 8	<ul style="list-style-type: none"> • Any Councillor may give "Notice to Call-in the Proposal" for consideration by Full Council at its next meeting. (<i>See para 3.3 for Rules governing such Notices</i>)

Note: See Annex for Timetable for Budget-Holding Committees

3.3. Rules:

- i Budget Holding Committees will not award a contract until eight days have passed without a call-in.
- ii All proposals to purchase goods, services or works must be in accordance with SOs 13 & 27.
- iii Changes in policies & procedures will be implemented after eight days have passed without a call-in.
- iv If the Councillor is not familiar with the context, he/she must seek clarification from the Chair of the Committee or the TC/AO before raising a Notice.
- v Three Councillors must agree and jointly issue the Notice the Town Clerk.
- vi On receipt of the Notice, it will be included in the Agenda for the next following meeting of the Full Council.

4 Implementation & Review

- 4.1. The effectiveness of the methodology will be monitored by FTC and the process will be reviewed in two years after implementation.



Frodsham Town Council
Methodology For Effective Execution Of
Executive Powers For Budget-Holding Committees

Annex - Timetable for Call-in

Day 1 [Meeting Held & Quotation / Changes to Document Agreed]	Days 2 - 3 [Minutes (or Extract) Produced & Passed to Chair (or Nominee)]	Day 4 [Minutes (or Extract) Approved & Circulated]	Day 8 [Deadline for Notice of Call-in]
Monday	Tuesday & Wednesday following the meeting	Thursday following the meeting	Wednesday following circulation of minutes / extract
Tuesday	Wednesday & Thursday following the meeting	Friday following the meeting	Thursday following circulation of minutes / extract
Wednesday	Thursday & Friday following the meeting	Monday following the meeting	Friday following circulation of minutes / extract
Thursday	Friday & Monday following the meeting	Tuesday following the meeting	Monday following circulation of minutes / extract
Friday	Monday & Tuesday following the meeting	Wednesday following the meeting	Tuesday following circulation of minutes / extract