

Walford Parish Council

Terms of reference

Walford Community Support Scheme

Delegated powers

The Walford Community Support Scheme (WCSS) working group has delegated powers to take responsibility for the smooth and effective running of Walford Community Support Scheme including:

1. Deciding on priorities for the scheme
2. Day to management of the salaried coordinator
3. Approving expenditure within the agreed budget for the scheme
4. Applying to external organisations and local business to extend sources of funding for the scheme

Structure

- 1) The working group will comprise of four members
- 2) The working group will appoint its own Chairman who will not be the Chairman of the Council.
- 3) The quorum of the committee shall be three members.
- 4) The WCSS working group will meet monthly
- 5) The working group may call other meetings if the need arises.

Roles and functions

- 1) To provide support for any vulnerable resident of Walford Parish including, but not exclusive to, visiting and befriending, transport to appointments, help with shopping, prescription collection, help with pets, minor practical tasks
- 2) To recruit and support a team of volunteers to provide such support
- 3) To recruit service users of the Scheme
- 4) To promote awareness of the Scheme's existence and encourage uptake of users
- 5) To identify those in potentially vulnerable situations
- 6) To promote a schedule of social events specifically targeted at reducing the effects of isolation
- 7) To draft an annual budget for the scheme for Full Council approval and identify other funding streams
- 8) To feed into the personnel committee any matters that apply to the employment of the coordinator e.g. recruitment, appraisal, grievance and disciplinary matters
- 9) To provide an annual progress report to Full Council and other interested parties

General

- 1) Working group members will abide by the Standing Orders and Code of Conduct adopted by the Parish Council.
- 2) Discussion of matters involving the Service Users and Volunteers is confidential.

Document control

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