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Appendix B

Lead Members – Terms of Reference

Note: The Council is not permitted to delegate decision-making responsibilities to Lead Members (Local Government Act 1972, Section 12).

Purpose of this Document

These Terms of Reference define the roles and responsibilities of Lead Members of Datchet Parish Council. While Lead Members do not hold formal decision-making powers, they act as subject-area champions, supporting informed Council decision-making through monitoring, reporting, liaison with external bodies, and community engagement.

1. General Responsibilities

- 1.1 Lead Members are appointed to oversee specific areas of the Council's business, as detailed below.
- 1.2 Each Lead Member, or their deputy, must:
 - Report on relevant matters at Council meetings and as requested by the Chairman.
 - Submit a written report to all Councillors by the Wednesday preceding each Council meeting, allowing time for questions and comments.
 - Ensure that reports and responses are published on the Parish Council website by the Friday before the meeting in coordination with the Clerk.
- 1.3 Each Lead Member shall work with the Responsible Financial Officer (RFO) to prepare an outline financial forecast for their area of responsibility by **September** each year, to inform the following year's Precept.

1.4 Appointment and Term

- Lead Members shall be appointed annually by resolution of the Council, typically at the Annual Meeting.



- The term of appointment shall last until the following Annual Meeting or until otherwise determined by the Council.
- A deputy may be appointed to support the Lead Member or act in their absence.

1.5 Conduct and Accountability

- Lead Members are expected to uphold the principles of public life (Nolan Principles), act in accordance with the Council's Code of Conduct, and represent the Council's interests when engaging with third parties.
- Lead Members must provide timely, accurate, and impartial information and avoid any actions that could bring the Council into disrepute.
- Failure to meet responsibilities may result in review or removal of the appointment by the Council.

1.6 Liaison with Clerk and Officers

- Lead Members will work closely with the Clerk and other Council officers to gather information, prepare reports, and ensure recommendations are properly informed and recorded.
- Lead Members may not issue instructions to staff or contractors unless authorised by Council resolution.

2. Properties

- 2.1 The Lead Member for Properties will monitor and make recommendations regarding the development, maintenance, and repair of all Council-owned or leased properties.
A current list of these properties shall be maintained by the Clerk.
- 2.2 They will prepare a regular maintenance schedule for Council properties for approval by the Council.
- 2.3 They will recommend terms for acquisition, letting, leasing, or disposal of Council property.
- 2.4 They will ensure all legal documents relating to property are securely stored with the Proper Officer or designated authority.

3. Grounds



- 3.1 The Lead Member for Grounds will oversee the management, maintenance, cleanliness, and development of all public grounds under Council responsibility. *A list of these grounds will be held by the Clerk.*
- 3.2 In consultation with the Clerk, they will prepare an inspection and maintenance plan to ensure public safety, subject to Council approval.
- 3.3 They will keep under review relevant bylaws and ensure appropriate signage is displayed.

4. Planning

- 4.1 The Lead Member for Planning will review planning applications and make recommendations to the Council in accordance with Standing Orders.
- 4.2 They will monitor local and regional planning frameworks (e.g., RBWM) and advise the Council on potential implications or developments.

5. Highways

- 5.1 The Lead Member for Highways will monitor transport and infrastructure issues within the Parish, including roads, footpaths, public transport, air traffic, and parking, and make recommendations to the Council.
- 5.2 They will liaise with Royal Borough officers to represent parishioners' interests on highways and street care.

6. Flooding and Drainage

- 6.1 The Lead Member for Flooding will oversee all matters relating to flooding and drainage within the Parish, in line with Standing Orders.
- 6.2 They will liaise with the Royal Borough and relevant agencies to advocate for the Parish on flooding and drainage issues.

7. Events

- 7.1 The Lead Member for Events will coordinate all event-related activities within the Parish and make recommendations to the Council.



- 7.2 They will act as the primary liaison between the Parish Council, the Royal Borough, and external agencies regarding events, ensuring the community's interests are represented.

8. Cemetery

- 8.1 The Lead Member for the Cemetery will oversee all matters related to Datchet Cemetery on Ditton Road and provide recommendations to the Council.
- 8.2 They will monitor the records and management of burials, as administered by the Clerk.
- 8.3 All cemetery records, including interments, sales, ownership, and plot locations, shall be securely stored in the Parish Office under the care of the Proper Officer.
- 8.4 They will liaise with the Royal Borough and external agencies on cemetery-related issues, representing the interests of residents.

9. Communications

- 9.1 The Lead Member for Communications will be responsible for supporting the Parish Council in engaging effectively with the community by improving communication channels, enhancing transparency, and ensuring residents are kept informed of Council decisions, events, and initiatives.
- 9.2 The Lead Member for Communications will be responsible for the following key areas:
- **Content Creation & Management:**
 - Draft and publish general Council updates, notices, and newsletters in coordination with the Clerk.
 - Ensure clarity, accuracy, and accessibility of all public-facing materials.
 - Note: All press communications or statements will be managed exclusively by the Chair and the Clerk.
 - **Social Media & Online Presence:**
 - Work with councillors and clerks to create, edit and approve a process that allows good news updates to the council's social media accounts.



- Maximise engagement and suggest improvements to reach more residents.

- **Public Relations & Engagement:**

- Promote council meetings, consultations, and surgeries

- **Branding & Messaging:**

- Maintain a consistent and professional tone across all communications.
- Ensure information is accessible and inclusive to all demographics.

- **Crisis Communications & Response:**

- Support crisis comms when required.
- Receive basic training in crisis communications to handle emergency situations (e.g., severe weather alerts, public health issues, reputational risks).
- Work with council members to ensure coordinated responses to community concerns.

- **Compliance & Confidentiality:**

- Adhere to GDPR and council policies regarding data protection and public communications.
- Ensure neutrality in political matters and compliance with council procedures

9.3 The Lead Member for Communications will work closely with the Clerk, Chairman, and other Lead Members to ensure all communications align with the Council's values and obligations, and to enhance public trust and engagement within the Parish.

10. Review of Terms of Reference

These Terms of Reference shall be reviewed by the Council annually or as required to ensure they remain relevant and effective. Amendments may be made by resolution of the Council.