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# KINGSCLERE PARISH COUNCIL

*Operational Efficiency and  
Effectiveness*

Summary information to support the  
Ordinary Meeting June 2026

Clive Mussett  
KPC Councillor

June 2026



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## Pre-amble

As a public body we all have a responsibility to ensure that KPC resources are used to best effect whether, people, finances or assets. The council needs to evolve with a changing backdrop, scope and technology capability. As part of that evolving cycle it needs to attract and retain Councillors to represent the community and contribute their time and talents.

Whilst the Council has achieved a lot it could probably achieve more with less effort if changes to its administrative overhead are implemented. There are a lot of repetitive conversations, a low level of delegation to the statutory roles and a disproportionate number of formal meetings for the size and complexity of the organisation.

**A successful outcome will free up a lot of Councillor time to spend on development projects, visible by outcome and attractive for forthcoming councillors.**

## The Opportunity

KPC fund both a Clerk and RFO but a high level of decision making and consultation remains with the Councillors, but a much wider delegation authority would free up the administrative function.

All meetings are formal council meetings and therefore cannot take advantage of remote capability such as Teams. Councillors are therefore requires attendance of a busy meeting schedule in person.

Working Groups allow the chair to involve a wider community of people, 'associates' who have some time and expertise to contribute but do not want to become a formal Councillor.

A reduced formal meeting schedule reduces the administrative cost and releases paid and unpaid resources to other more visible and relevant matters and makes the council more attractive to join.

## Changes Proposed

1. Change the Finance and Establishment Meetings to be a working group. Finance will be included as a standing agenda item on all Ordinary Meetings.
2. Change the General Purposes Meetings to be a working group. Matters can be enacted by the Clerk delegated authority or a proper proposal submitted to the next Ordinary Meeting.
3. Reduce the frequency of PPP Committee meetings to once per year. Additional meetings are held on as required basis as now.
4. Reduce the frequency of Ordinary Meetings to six per year, themed as a minimum to Annual, Finance/Budgeting, Policy, Projects.



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5. Increase the Delegation of Authority for The Clerk and RFO to enact and respond on routine matters concerning asset management, planning applications, and grant approvals subject to a detailed discussion with the proper officers and appropriate wording.
  6. Rationalise the Asset Register with associated changes as required to the Finance Regulations.
  7. Publish a Policy review schedule effective from May 2027 that the frequency of policy reviews are, unless circumstances arise, as follows:

Finance and Risk Policies Annually  
Governance and Conduct Policies every two years  
All other policies as required.

To enact these changes several policies may require amendment, a revised meeting schedule published, and existing Chairs will need to review how to best organise 'their meetings'. The financial regulations will need to be changed.

## **Decision**

To approve enactment of the changes proposed, at the earliest practical opportunity subject to refinement by the Clerk.

