

The Dorset Association of Parish & Town Councils



Supporting Member Councils

Information on the roles at DAPTC

Introduction

In this introduction we thought it would be helpful to explain the role of DAPTC's Executive Committee and members before moving on to the role of DAPTC Representative at your council.

Each Area Committee has representatives that join the Executive Committee and the number of positions reflects the amount of member councils in that catchment area. The current DAPTC Constitution provides for the following number of positions on the Executive Committee:

Eastern Area—2
Central Area—3
Northern Area—4
Western Area—2
Purbeck Area—2
BCP Council Area—2
Towns & Larger Parishes Area—4

Our challenge:

We currently have vacancies in a number of the areas which in effect means that part of Dorset currently has a less effective way of sharing issues and concerns in the locality, developing a collective voice on those issues or sharing how to address them.

We are most keen to re-establish and re-invigorate these forums in, Central, Northern, Western and Purbeck areas from May onwards this year.

Please help us help you in the coming months by discussing this before and at your Annual Meeting of Council. The successful structure we have as a membership body starts with your councils appointing a DAPTC Representative.

Further Information on the DAPTC Executive Committee

Organisation.

Like any governing body, the DAPTC Executive has a Chairman and Vice Chairman who are elected annually at the December meeting. The Executive is also attended by the DAPTC President and Vice President who are there to advise the Executive based on their experience. The Chief Executive DAPTC and Hon Treasurer also attend meeting and may be supported by office staff.

Timing of Meetings.

In normal conditions Executive Committee meetings are held in December, March, June and September. Papers for meetings are issued electronically 7 days before a meeting. The annual general meeting of the Association is held in November, normally in County Hall or online which has been the format in recent years.

Role of the Executive:

The Executive Committee are jointly responsible for the strategic and financial management of the Association. As a membership Association the primary role is to serve the needs of the membership whether they be advice or direction.

Role of Members.

As representatives, members should bring matters to the attention of the Executive where they might have a wider impact on the rest of the county Association. In the same way, it is essential that they take back to their area / T&LC committees any matter from the county that might be pertinent to the area. To keep the discussions pertinent, it is essential that members do not repeat what may have already been said and keep their offerings succinct.

Role of Officers.

The Chief Executive (CE) is responsible to the Executive for the day to day running of the Association. The CE is supported by a Customer Relationship Manager and Training Coordinator. The CE will liaise with other bodies, both locally and nationally, on behalf of the Association.

Guest Speakers.

Guest speakers may be invited to attend meetings to keep the Executive abreast of changes which might impinge on local councils.

Representation on Other Bodies. Members of the Executive are often requested to represent DAPTC at meetings of other county organisations. It is essential that any relevant matters are brought back to the Executive, normally in the form of a written report.

Code of Conduct. Unlike parish councils the Executive does not have Standing Orders, however, all members are always expected to observe the Code of Conduct, particularly in their dealings with officers and visiting speakers. As a representative body, the Executive is apolitical in all aspects of its work. The highest standards should be set by the leadership.

DAPTC Representative

Role Name	DAPTC Representative.
Role Progression	If you choose to or have a desire for wider input this can lead to becoming a Vice Chair or Chair of the Area Committee.
Elected / Nominated	In the first instance by your council and then potentially elected to Chair or be Vice Chair of the Area Committee at the Area AGM.
Tenure	Annual. Agreed in your council at the Annual Meeting of Council in May each year.
Description	• Attend all meetings of the Area Committee up to 4 times year. • Report back to your council any feedback and actions via the Clerk. • Sign up to the DAPTC Friday e-news to keep yourself abreast of current topics of interest for your council and encourage others to subscribe. • Gather feedback from your council to take forward to Area Committees. • Raise any issues that might be pertinent to the broader community of parish and town councils through your Area Chair or direct to DAPTC between meetings. • Have the flexibility to be able to attend in person meetings as well as those held online. • Respond to online surveys for your council, consulting and canvassing contributions to your submissions.
Qualities	• Ability to keep discussions succinct and pertinent • Ability to understand if issues may resonate with other councils locally

The DAPTC Representative role is a way you can engage and network with colleagues from across your local part of Dorset. The meetings are an opportunity to see how councils are tackling local issues and developing projects for the benefit of their communities.

You can also find out what help and support is available for colleagues in terms of briefings and training.

What we need your council to do

In the coming weeks ahead of your Annual Meeting of Council please take time to share this information pack amongst your fellow councillors so that there is a greater understanding of the important role of DAPTC Representative. Here a quick checklist for you to do:

1. Clerk to share this pack and the covering letter to councillors;
2. If time permits to discuss this ahead of the Annual Meeting of Council to raise the awareness;
3. Ensure that on the Annual Meeting of Council there is an agenda item to appoint a DAPTC Representative;
4. Post Annual Meeting of Council look out for dates for an onboarding meeting in your area to welcome you to the role for the period to May 2024.

If you would like more information on DAPTC and what we do the resources below may be useful. These include role profiles for Executive Committee positions and a short narrated video explaining what we do.

Access to DAPTC Role Profiles: [Click Here](#)

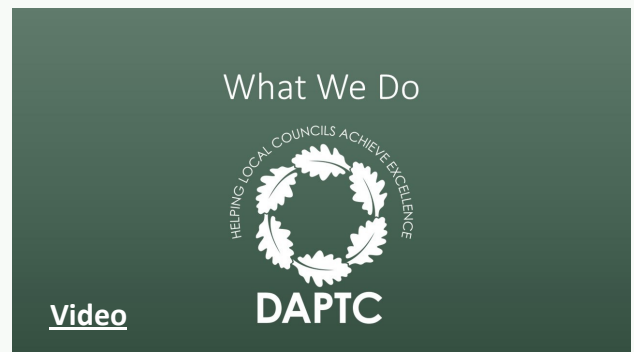
Access to DAPTC Training: [Click Here](#)

Access to DAPTC Working Together Webinars: [Click Here](#)

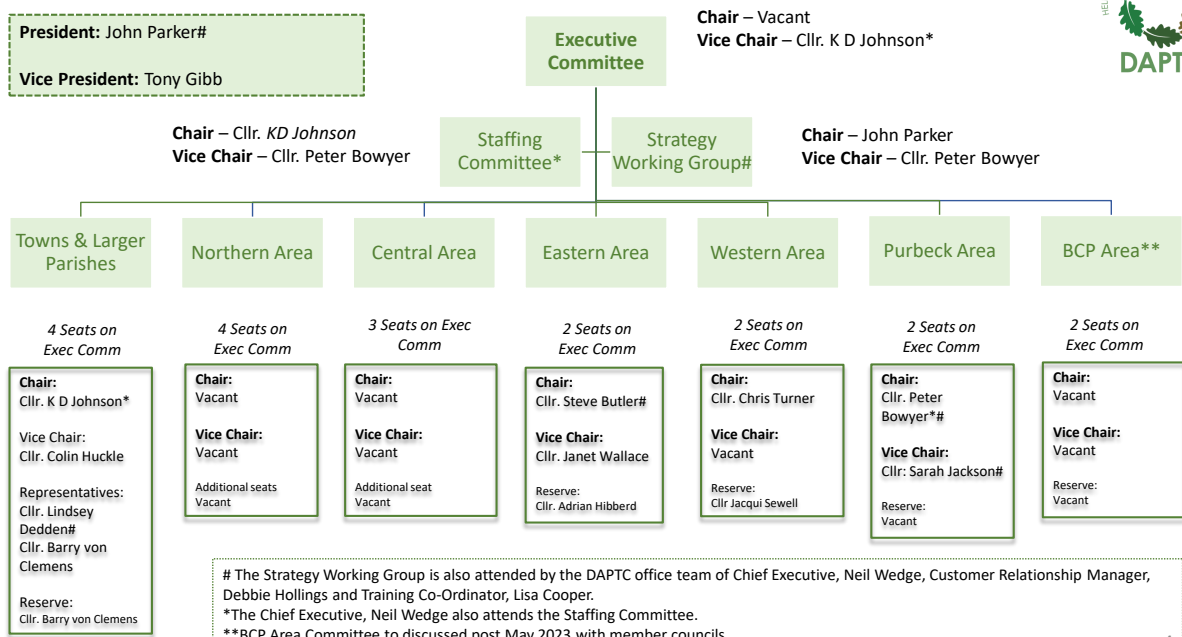
Access to DAPTC Area Committees: [Click Here](#)

To sign up to our Friday e-news direct: [Click Here](#)

We will be issuing meeting dates for those areas without Chairs/Vice Chairs in position from June/December after Annual Meetings of Council



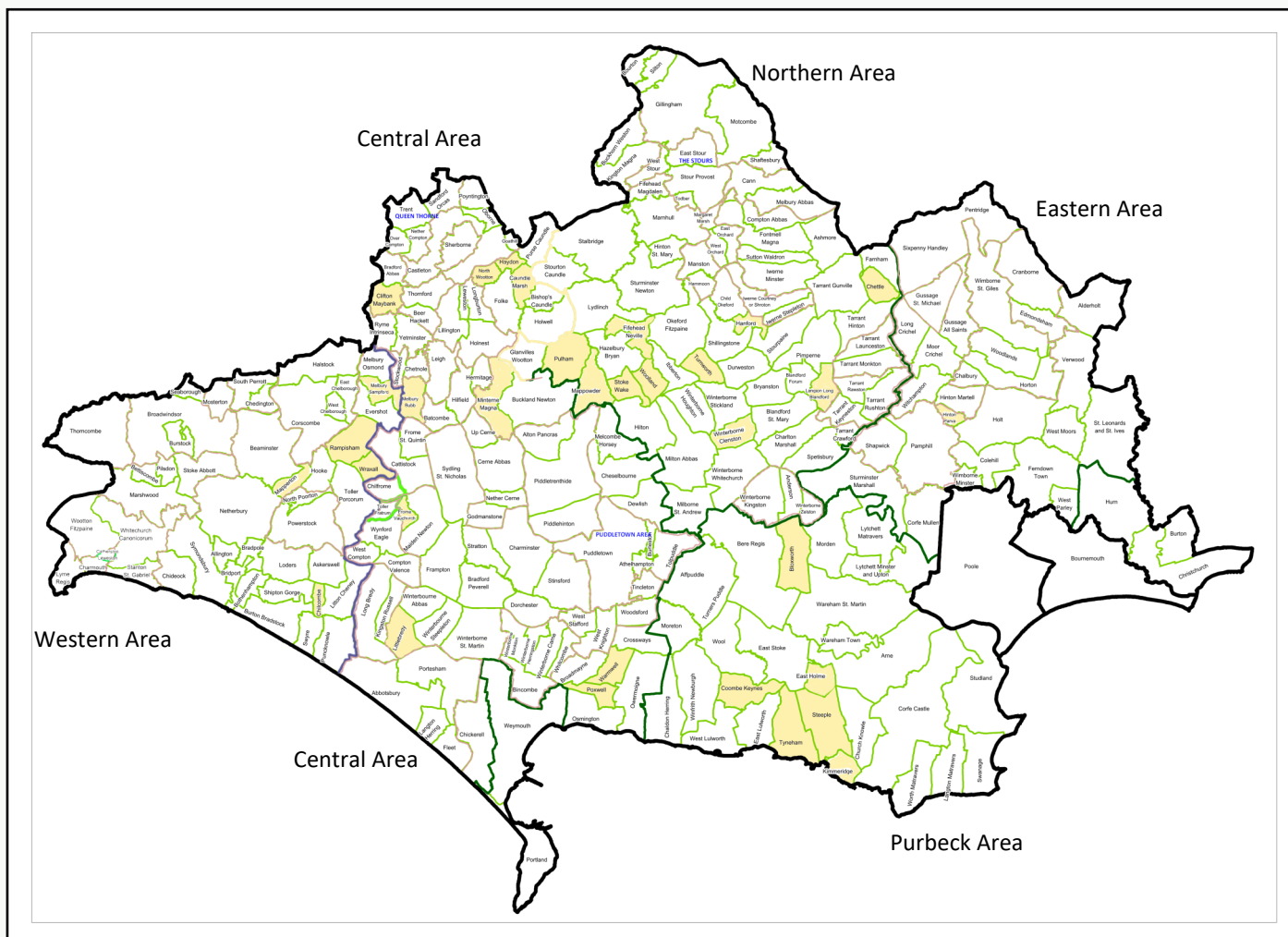
Executive Committees & Area Committees



Which DAPTC Area is your council represented within?

Shown below is a map of Dorset showing the boundaries for the DAPTC Area Committees. The boundaries are based on the historical geographical areas of the previous District Councils.

Due to the large area of the old West Dorset District Council, DAPTC chose to split this area into two, the Western Area and the Central Area. If you are unsure as to where your council lies, please contact DAPTC for confirmation.



Key:

Blue Line - split between Western & Central Areas

Brown Lines - Grouped Parishes

Coloured Parishes - Non-Members