

## **Portfolio Holders – Terms of Reference**

**Quainton Parish Council** operates a **Portfolio System**, in which each Councillor assumes responsibility for a particular area of Council activity or community interest. Each Portfolio Holder acts as the Council's lead member for their subject area, gathering information, developing understanding, and providing guidance and recommendations to the Council.

Councillors are encouraged to take advantage of relevant training opportunities provided by organisations such as **BALC**, **NALC**, or other approved training providers. Portfolio Holders may also establish links with partner organisations, local authorities, and agencies relevant to their area of responsibility.

It is important to note that **individual Councillors have no power to make decisions or take actions** on behalf of the Council unless authorised to do so by a **resolution of the Council**. All Council decisions and actions must be formally approved at a **meeting of the Council** and communicated through the **Parish Clerk**, who is the Council's Proper Officer.

Members of the public are welcome to contact any Councillor regarding matters of concern. Councillors may either respond directly, where appropriate, or refer the matter to the relevant Portfolio Holder and the Clerk for consideration and, if necessary, inclusion on the next Council meeting agenda.