



## Biggleswade Town Council

### STATEMENT THAT THE COUNCIL MANAGES THE PERFORMANCE AS A CORPORATE BODY AND OF EACH INDIVIDUAL STAFF MEMBER AND COUNCILLOR TO ACHIEVE ITS BUSINESS PLAN

#### Management Rules

The Town Council operates under standing orders and financial regulations which are reviewed regularly. It has its key governance documents and policies contained in its Constitution which also serves as a handbook for its members. The Constitution and all contents are published on its Website.

Health and Safety risk assessments and fire risk assessments are undertaken by the Deputy Town Clerk with consultancy advice where necessary. Employment issues are managed by the Town Clerk and again advice is taken on more complex matters.

The payroll is contracted to a bureau. Finance is managed by the Town Clerk as RFO and accounts are administered by professional accountants.

The Council also use a risk assessment model which results in an annual business risk assessment, a summary of which is included in the business plan. Additional risk assessments are made in changed circumstances or where new projects, events or services are proposed. Actions to lower identified risks are identified and progress monitored.

#### Management of the Corporate Body

Biggleswade Town Council produce an annual Business Plan which sets out how the Council will deliver its Corporate Strategy. This is linked to the Council's annual Budget and to a Medium Term Financial Strategy setting out the anticipated key changes in both capital and revenue expenditure over a 5-year period and how those changes will be funded. It also provides councillors with an indication of the longer-term implications of the decisions they are taking.

The Business Plan includes a number of detailed actions which are to be taken, the date by which that action will be delivered and the lead person for that action, either officer or councillor.

Every second month a performance monitoring report is submitted to Council, which sets out progress against each action in the Business Plan. A Colour coding is used to identify progress:

Completed for year    On target    Needs work to get back on target  
Serious danger of not being achieved    No action necessary at present

Where necessary, action is taken to get the action back on track after discussion with the lead person for that action.

At every Council meeting the Town Clerk reports on any outstanding Minute from a previous meeting which has not been actioned, the reason and what is being done to implement that Minute. All Minutes remain listed until actioned. Any formal decisions taken by the Town Clerk under delegated authority are also notified to each Council meeting in accordance with the Openness of Local Government Bodies Regulations 2014.

The Town Council produces financial reports on a monthly basis with an analytical report as necessary.

### **Council Staff and Management**

The Council currently employs 17 members of staff. The administration of the Town Council is carried out by a Clerk who is appointed by the Council and who is also the Council's Responsible Financial Officer (RFO). The Town Clerk must carry out all of the functions required by law as the Town Council's Proper Officer and issue all statutory notifications and documentation. There are procedural documents in place for operations undertaken by officers.

The Town Clerk has an annual Employee Development Review by Personnel Committee where individual performance against pre-determined criteria and targets cascaded from the Business Plan are discussed.

All other members of staff have similar appraisals by their line manager.

The Council has a Public Realm Team but also contracts out some grounds maintenance work. There are specifications and maintenance schedules in place for these services. The Deputy Town Clerk monitors performance and reports regularly to Councillors.