



GREAT CHART
with **SINGLETON**
Parish Council

Managing the Performance of the Council as a Corporate Body Statement

Great Chart with Singleton Parish Council employs a qualified Clerk who is encouraged to meet the requirements for continuing professional development. The Clerk fulfils the role of the Responsible Financial Officer.

Great Chart with Singleton Parish Council has adopted the General Power of Competence.

The Council employs 4 staff who are employed in line with nationally agreed terms, have a clear job description and receive an annual appraisal.

A training budget is allocated for staff and Councillor development, any training is recorded with organisational shortfalls identified and remedied.

A scheme of delegation is reviewed annually to ensure effectiveness. The work of the Council is divided into five committees

- Finance
- Environment
- Planning
- Staffing
- Complaints

Policies and Procedures are included in a review cycle ranging from annually to three yearly.

The Council when needed uses external support to handle HR related matters, but the Clerk processes the payroll for all employees.

An independent internal auditor reviews the council finances and governance through a series of evaluations across the financial year.

The Council consult widely with the community of Great Chart, Singleton and Chilmington and use that feedback to inform its future actions. A full community survey is undertaken every three to four years.

A business plan is created for the council every four years to align with the electoral cycle.

Throughout the year members and staff review the performance of the council both quantitatively and qualitatively.

Overall performance of the Council is reported in an annual report