

ASHOVER PARISH COUNCIL

STATEMENT TO ENSURE COUNCIL MANAGES ITS PERFORMANCE AS A CORPORATE BODY

Parish Council Staff and Management

The Council currently employs a total of two staff both part time as shown below.

The administration of the Parish Council is carried out by a qualified Clerk who is appointed by the Council and who is also the Council's Responsible Financial Officer (RFO) and Burial Clerk. The Parish Clerk must carry out all of the functions required by law as the Parish Council's Proper Officer and issue all statutory notifications and documentation.

The council also employs a parish lengthman whose duties are keeping the parish in a neat and tidy condition and carry out other duties as directed by the Parish Clerk.

Management systems

The Parish Council operates under standing orders and financial regulations which are reviewed regularly. The Parish Council has handbooks for its members and staff. Key documents are published on the Parish Council website.

There are specifications and maintenance schedules in place for the Council sites. There are procedural documents in place for operations undertaken by officers.

The Parish Council uses the RBS Rialtas accounting software and produces financial reports on a monthly basis with an analytical report.

Health and Safety, risk assessments and fire risk assessments are undertaken by the Clerk and/or nominated responsible person- advice regarding this comes from a variety of reliable sources.

The payroll and employment issues are undertaken mainly by the Parish Clerk, advice may be requested from council members or the full council.

The council also use the Local Council Risk System (LCRS) which produces annually checklists for:-

- Health and Safety
- Risk Assessments
- Insurance holding
- Overall summary
- Ongoing review
- Generates Action Plan reports

Reviewed: May 2018

Reviewed: May 2021

Reviewed: May 2024

Next Review: May 2027