



## **Managing the performance of the council as a corporate body.**

### **Members**

Bollington Town Council promotes the election process collectively every four years to ensure the members of the community understand the role and value of a Councillor to the area they reside in and step forward to represent the town. If the members are forced to co-opt new Councillors due to a resignation, we have a robust co-option procedure which endeavours to bring in additional skills to make a more diverse and balanced Committee of Members. In doing so, they will join the Council with strong attributes to help the decision-making process throughout their tenure.

The Members are allocated to the Committees, aligning where possible their skills, experience, and interests. For example, the Chair of Finance, a key role, is currently a retired public official, responsible in their last role for a budget of over £6m.

### **Corporate Plan**

The Town Council has an approved Corporate Plan to cover a three-year period, which is regularly reviewed and evaluated by the Chairs of the Committees, and approved by Full Council. The Corporate Plan is tied into the budget process and financial commitment of the Council for a three-year period.

Once the Corporate Plan is approved each year by the Committees and ultimately the Full Council, the budget is built in alignment with the Plan. Each objective and their subsequent actions are aligned to a committee, with a budget amount where appropriate. This ensures transparency and simplicity of governance.

### **Town Hall Team**

The Councillors then ensure that a competent administration team managed by a qualified Town Clerk, deliver the aims and objectives of the Town Council. The Town Clerk has a yearly appraisal with a development plan to maintain a minimum of 12 CPD points on an annual basis. The Clerk is also the Responsible Financial Officer (RFO) and is accountable for the management of the Town Manager, the Finance Assistant, Administration Assistant, and two Town Wardens. This leads to her being responsible for delivering the labour budget each year and managing the works of the Council.

The Clerk as the RFO is challenged on the delivery of the budget through the Council and ensuring a clean audit each year with the Finance Assistant. Together with the Town Manager she must maintain the assets - the Town Hall, Civic Hall,

Brookbank House (rentable annex) and the allotments to be compliant and delivering the best income.

The staff must be kept up to date on new policies & procedures plus changes in Local Government through training and networking with colleagues and SLCC plus a regular appraisal review and development plan.

The Clerk must make sure she delivers an efficient Town Council which provides the best value for money both through her team and guidance to Councillors while ensuring an effective working relationship with Cheshire East Officers.

Approved at Full Council 05/09/2023