

Alcester Town Council

How Alcester Town Council manages the performance of the Council as a corporate body.

The Town Council operates in accordance with statute and its Standing Orders and Financial Regulations. The Standing Orders and Financial Regulations are based on recommended versions from the National Association of Local Councils which are reviewed regularly and at least annually.

In addition to its basic governance documents, the Town Council also has a suite of key policies and procedures which are all approved by Full Council and regularly reviewed. These policies provide a clear framework for operations and are available on our website www.alcester-tc.gov.uk

The day-to-day operations of the Town Council are managed by the Town Clerk in accordance with the published Scheme of Delegation. The Town Clerk is a “qualified clerk” as she holds the Certificate in Local Council Administration (CILCA).

The Town Clerk is the Responsible Financial Officer and reports to the Finance and General Purposes (F & GP) Committee who meet monthly and have delegated powers to deal with most routine financial matters. One member of the F & GP Committee is appointed each year to verify the bank reconciliation on a quarterly basis. The F & GP Committee are provided with monthly management accounts which are presented to Full Council on a quarterly basis.

The Town Council employs an internal auditor who carries out checks throughout the year. The accounts are also subject to external audit. Any issues raised during the audit process are reported to Full Council and actioned accordingly. No issues of concern have been raised since the current Town Clerk was appointed in 2017.

The Town Council carries out an annual business risk assessment which is approved by Full Council. In addition, individual risk assessments are undertaken on services provided and new projects and events. Any risks identified in this process are mitigated appropriately. Following the experience of the Covid lockdown, a Business Continuity Plan has been drawn up to plan for future contingencies.

The Town Council has a Staffing Committee which has delegated responsibility to deal with HR matters save where such issues are required to be dealt with by Full Council. All staff have contracts of employment including job descriptions and have an annual appraisal.

The Town Council has appointed Lead Councillors to focus on key areas of the Town Council’s operations. This system enables a named Councillor to take an interest in a particular area and develop a level of expertise. Lead Councillors often set up Working Groups to support their work and to manage particular projects. Lead Councillors and Working Groups report to Full Council on a rota basis.

The Town Council produced a Strategic Plan in June 2023 following consultation with the public. This Plan set out a number of objectives for the Councillors’ 4 year term of office. An Action Plan for the first year has been developed from this Plan which is published on the website. The Plan is monitored by the Lead Councillor for Corporate Strategy and progress is reported to Full Council regularly.

Overall performance of the Town Council is reported in the Annual Report which is presented by the Mayor at the Annual Parish Meeting in April. The Annual Report is also available on the website with hard copies available from the office and the Library.