



ROYAL WOOTTON BASSETT TOWN COUNCIL

MANAGES THE PERFORMANCE OF THE COUNCIL AS A CORPORATE BODY

Royal Wootton Bassett Town Council understands its responsibilities as a Corporate Body and manages its performance in several ways. The Council adheres to strong financial and governance practices as set out in its Standing Orders, Financial Regulations and Governance and Accountability for Local Councils – A Practitioners Guide (England) 2017 and deals with matters set by legislation within a statutory framework. In providing services the Town Council uses its statutory powers to the benefit of the electors in the town. These powers currently cover all that is required of the council to operate to the benefit of the community. Royal Wootton Bassett Town Council has adopted the Power of General Competence. All policies and procedures are regularly reviewed by the Council at least every two years and are published on the Council website.

The administration of the Town Council is carried out by a qualified Clerk who is appointed by the Council, as the 'Proper Officer'. The Clerk is also the Council's Responsible Financial Officer (RFO), and is responsible for supporting and executing decisions of the Council. As the Council's Chief Executive Officer, the Clerk has responsibility for ensuring Council's functions are carried out within local government law and in accordance with the Council's policies and procedures. The Council currently employs 16 staff, 11 full time, 5-part time). Payroll is undertaken by the Council's qualified accountant, Human Resource (HR) issues are also overseen by the Accountant. The Council uses the services of a professional HR company on a contract basis. Personnel issues are referred to the Personnel Sub Committee and or Full Council where appropriate. An appeals committee is appointed to deal with any second stage grievance or disciplinary hearings of staff. A Committee is also set up to receive any complaints from the public and external organisations regarding the Council's administration.

The Policy Plan Provides a framework for the Council to operate in a more consistent and co-ordinated way. It has been developed with community engagement and involvement and designed to allow the Council to become

more confident and proactive in its decision making. An Action Plan linked to the Policy Plan provides short, medium and long term aims and objectives and is regularly reviewed to monitor progress against Council objectives. The Action Plan is linked to the Council's budget forecast which identifies resource and monetary requirements to achieve its goals.

Royal Wootton Bassett Town Council uses RBS Omega accounting software to produce financial reports monthly. These are presented to the Revenue and Resources Committee for scrutiny and are published on-line.

Health & Safety, risk assessments and fire risk assessments are undertaken by the Clerk and/or nominated staff. Advice regarding these comes from HSE and the Insurance Advisers.

The Town Council's vision is for Royal Wootton Bassett to be a successful, vibrant, attractive town where people want to live, work, study and play. It aims to meet the needs of the community through meaningful consultation and engagement and will be responsive, progressive, efficient and effective in services delivered to the community. Royal Wootton Bassett Town Council also wishes to create an inclusive, sustainable, healthier and prosperous community.