

Statement on Managing the Performance of the Council as a Corporate Body

Faversham Town Council operates a committee system with each committee having clear delegated responsibilities and authority reviewed annually to ensure that the Council:

- Meets its statutory responsibilities
- Complies with local policies
- Delivers local strategic and operational aims and objectives
- Manages its risks and has good systems of internal control
- Provides good financial management and value for money
- Is open, fair and transparent
- Responds to local needs

The majority of services are delivered through the Council's own staff which is headed by a qualified Town Clerk, who also acts as the Responsible Financial Officer.

All staff have contracts of employment and clear job descriptions.

Faversham Town Council operates under rules set out in Legislation, Standing Orders and Financial Regulations.

The Council's Policy and Finance Committee has delegated responsibility for managing performance, governance and the Council's Five-Year Strategic Plan, specifically:

- Financial information
- Action/Tasks
- Risk management
- Asset management
- Operational activity

One member of the P&F Committee is nominated to carry out monthly financial checks on the payments, bank accounts and payroll.

The Council employs an internal auditor who checks the soundness of internal control every six months.

Overall performance of the Town Council is reported in the Annual Report which is presented by the Mayor at the Annual Town Meeting.

Adopted by Faversham Town Council on 11th March 2019