

Hawthorn Parish Council

Corporate Body Governance and Performance Management Statement

Hawthorn Parish Council operates a system of Governance and Performance Management to ensure that the Council:

- Meets 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 Council has a delegation scheme which identifies clearly how the council operates . This is reviewed at least annually.

The majority of services are delivered through the Council's own Parish Clerk who also acts as Responsible Finance Officer . The clerk is Cilca qualified.

Governance and Performance Management System

Hawthorn Parish Council operates under rules set out in Legislation, Standing Orders and Financial Regulations. Service standards are set out in local policies and associated schedules. Detailed operating procedures to implement Council instructions have been produced and approved by council.

The Parish Clerk has a contract of employment and clear job descriptions that sets out what is expected. The full council has for managing performance and governance as well as to review monitoring information and reports. All are published on the Council's website.

These include:

- Financial information, budget reporting, income/expenditure, bank reconciliations, value for money reviews
- Action/Task lists
- Effectiveness of Internal Control through risk management and associated actions
- Other activity reports

In addition:-

- All expenditure is checked by full council and bank reconciliations are approved each month.
- The Council employs an Internal Auditor to check the soundness of internal control. Findings are reported to Council and all recommendations are immediately implemented.
- Overall performance is reported yearly in the Annual Report which is presented by the Chairman at the Annual Parish Meeting. Quarterly news bulletins highlight key messages in an easier to read format.