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### **Managing the Performance of the Council as a Corporate Body**

Moulton Parish Council acknowledges its responsibilities as a Corporate Body and manages its performance in several ways by inter alia: -

- Meeting its statutory responsibilities
- Complying with local policies
- Delivering local strategic and operational aims and objectives
- Managing its risks and has good systems of internal control
- Providing good financial management and value for money
- Being open, fair and transparent
- Responding to local needs

The Parish Council adheres to strong financial and governance practices as set out in its Standing Orders and Financial Regulations and deals with matters set by legislation within a statutory framework. In providing services Moulton Parish Council uses its statutory powers to the benefit of the parishioners of Moulton. These powers currently cover all that is required of the Parish Council to operate to the benefit of the community. Moulton Parish Council has adopted the General Power of Competence.

All policies and procedures are reviewed annually in January by the Parish Council and are published on the Parish Council website [www.moultonnorthants-pc.gov.uk](http://www.moultonnorthants-pc.gov.uk)

The Parish Council employs an internal auditor who checks the soundness of internal control annually. Overall performance of the Parish Council is reported in the Annual Governance and Accountability Report which is reported at the Annual Parish Meeting and is available in paper copy from the Parish Office.

The administration of Moulton Parish Council is carried out by a CiLCA qualified Executive Officer who is appointed by the Parish Council, as the 'Proper Officer'. The Executive Officer is also the Council's Responsible Financial Officer (RFO) and is responsible for supporting and executing the decisions of the Parish Council. As the Council's Chief Executive Officer, the Executive Officer has responsibility for ensuring the Parish Council's functions are carried out within local government law and in accordance with the Parish Council's policies and procedures. The Executive Officer is supported by an Assistant Clerk who is also CiLCA qualified.

All Parish Council staff have contracts of employment, clear job descriptions and an annual appraisal. Payroll is undertaken through the Brightpay software.

The Executive Officer is qualified with The Chartered Institute of Personnel Development for HR matters. Personnel issues are referred to the Executive Officer in the first instance and then a Grievance and Disciplinary Hearing Panel where appropriate. An Appeals Panel is appointed to deal with any second stage grievance or disciplinary hearings of staff.

Any complaints from the public and external organisations regarding the Parish Council's administration are dealt with by the Executive Officer and/or the Chair of the Parish Council in the first instance. If the complaint cannot be resolved the matter will be considered by the Parish Council or by a committee established for the purposes of hearing complaints.

The Parish Council's Business Plan provides a framework for the Parish Council to operate in a more consistent and coordinated way. It has been developed with community engagement and involvement and designed to allow the Parish Council to become more confident and proactive in its decision making. The Business Plan provides short, medium and long term aims and objectives and is regularly reviewed to monitor progress against the Parish Council's objectives. The Business Plan is linked to the Parish Council's budget forecast which identifies resource and monetary requirements to achieve its goals.

Moulton Parish Council uses Omega accounting software hosted and managed by Rialtas to produce monthly financial reports. These are presented to the Finance Committee every month for scrutiny.

Health & safety, risk assessments and fire risk assessments are undertaken by the Executive Officer and/or nominated staff. Advice regarding these comes from HSE and the Parish Council's Insurance provider.

Moulton Parish Council's vision is for Moulton to be a successful, vibrant and attractive community where people want to live and work. It aims to meet the needs of its parishioners through meaningful consultation and engagement and will be responsive, progressive, efficient and effective in the services it delivers. Creating an inclusive, sustainable, healthier and prosperous community is key to this vision.

**This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.**

**Adopted: Jul 2022**

**Review Due: Jan 2023**