

## **City of Durham Parish Council**

### **Statement to ensure the Parish Council manages its performance as a Corporate Body**

#### **Staff and Management**

The Council currently has one member of staff. The administration of the Parish Council is carried out by a qualified Clerk who is appointed by the Council and who is also the Council's Responsible Financial Officer (RFO).

The Parish Clerk must carry out all of the functions required by law as the Parish Council's Proper Officer and issue all statutory notifications and documentation.

The Council also contracts the services of a retail consultant and two Neighbourhood Wardens. They carry out their day-to-day duties as directed by the Parish Clerk and (in the case of the Neighbourhood Wardens) Durham County Council.

#### **Management Systems**

The Parish Council operates in accordance with its adopted Standing Orders and Financial Regulations which are reviewed at least annually. The Parish Council has policies for its staff and Members.

Policies and procedures of the Parish Council are published on the Parish Council website.

The Parish Council uses the RBS Rialtas accounting software and the RFO produces monthly financial reports for review at regular Finance Committee meetings.

Health and Safety risk assessments and fire risk assessments are undertaken by the Clerk - advice regarding the legal requirements are from a variety of reliable sources.

The Parish Council has a Service Level Agreement (SLA) in place with Durham County Council's Payroll Services team to provide payroll services and advice to the Council. This SLA is reviewed on an annual basis.

**Date adopted:** May 2022

**Date to be reviewed:** May 2023