

### EPPING TOWN COUNCIL

#### Resource Management Statement

The Town Clerk, as the head of paid service, is responsible for all aspects of Council's management, including staff. The Town Clerk is also the Responsible Financial Officer (RFO) and as such, is responsible for the management of Council's financial affairs.

Epping Town Council continue to develop professionally under the guidance of the Clerk (CiLCA qualified 2015), through participation in the National and Essex Association of Local Council Award Scheme process. Epping Town Council continue to develop professionally through the collective knowledge, experience, hard work and commitment of its staff and councillors.

In March 2017, Epping Town Council received Local Council Award Foundation Status, which means a good standard has been achieved, requiring a robust suite of good policies and procedures are in place. In September 2017, Epping Town Council received Local Council Award Quality Status, requiring a level of policies, procedures and behaviours that exceed expectations. Council's professional development is continually enhanced as we work towards Local Council Award Quality Gold Standard, requiring examples of excellence – and through ongoing staff and member training.

Epping Town Council staff are selected in accordance with a Recruitment Policy which assesses candidates' suitability to the role. All staff members receive induction training, ongoing in-role training and support, a wide ranging selection of external training and responsive training at point of need. Staff members undertake a review and development programme, which is mutually beneficial for both staff and Council and any training needs identified. Epping Town Council offer an open and inclusive style of management and support, which is available at all times.

Epping Town Councillors are offered training externally at the Essex Association of Local Councils and Epping Forest District Council. Members abide by Epping Forest District Council's Code of Conduct and follow the Standing Orders, Financial Regulations and suite of policies developed by Epping Town Council.

Epping Town Council pride themselves on being a good employer and receive guidance from the Essex Association of Local Councils, Epping Forest District Council, Pension providers, Occupational Health and HR professionals, if necessary. Staff are recruited in accordance with the Recruitment Policy and developed personally through Council's commitment to training in their Training and Development Statement.

Staff are governed by the terms and conditions of the National Joint Council for Local Government Services (NJC) through the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) to ensure consistency and fairness in terms, conditions and pay. Council also use the principles of 'the Green Book.'

Epping Town Council aims to offer an excellent working environment for its staff, whilst delivering excellence to its Parish, through high quality practices, procedures and service.