

LOCAL COUNCIL AWARD SCHEME

APPLICATION FOR NANTWICH TOWN COUNCIL

Statement – Ensuring Value for money

Review of Financial Regulations/Standing Orders – The Town Council reviews the effectiveness of these documents on a yearly basis ensuring they are fit for purpose and meet legislation. Within the documents it refers to the procedure for procuring contracts of work which all members of staff are aware of. For contracts awarded over the value of £25,000, the contract is advertised on the Governments Contract Finder website. The Town Council then has a tender committee to score each tender submitted. The scoring is based on 60% quality and 40% pricing.

Contracts Register – The Town Council has developed a register which holds all the existing contracts on a spreadsheet, detailing the name of the contract, cost, length of contract and notice period. Prior to the end of each contract officers review the quality of the contract over the period, any changing needs of the Town Council and obtains quotes for a new contract before renewal. For example, during 2020 the waste collection service was reviewed, and it was identified that the recycling percentage could be improved so quotes were obtained from alternative waste collection providers and the Town Council was able to change its contract for a waste collection service where 98% of waste is diverted from landfill at an improved contract cost.

Staffing Review – In January 2021, the Town Council appointed an external consultant through SLCC to review the existing staffing structure and job roles to ensure adequate staffing resources to meet the demands of the services provided by the Council. The result was the creation of a new role of Deputy Clerk with a couple of employees' salaries being re-graded.

Income – Allotments, markets, bar income, room hire. When developing the budget for the following year the Town Council reviews the income streams. Comparisons are collected on charges made for similar services by other providers and the expenditure for the service for the year is also considered so that where possible the predicted income will off-set the predicted expenditure for that service.

Ensuring value for money is also about the processes that are in place including:

Budget setting, forward planning and monitoring – The Town Council has improved its budget setting process since 2021 introducing member workshops and forward planning up to five years ahead in line with the approved Corporate Plan. Residents are then consulted on the draft budget with a leaflet detailing the proposals delivered to every household. The budget is monitored monthly by the Finance Committee.

Public participation in large projects – The Town Council consults with its residents for all large projects, for example the recent consultation for the refurbishment of a redundant toilet block in the town.

Audits – The Town Council has internal audits carried out on a quarterly basis by an independent auditor.