

## **West Bletchley Council – Performance Management**

West Bletchley Council has a commitment to training for Members and Officers evidenced in a published policy document. The Council allocates budget annually for both Member and Officer training purposes.

All new Members are subject to a documented induction programme when they are first elected/co-opted. Once they have decided whether they wish to serve on specific committees as well as the Council, they are provided with opportunities to undertake training relevant to that specific discipline, eg planning or financial management.

Members are invited to attend conferences organised by, for example, the local authority or NALC and to benefit from the extensive information available at those events.

If and when Members are elected to Chair a committee, they are required to complete appropriate training within a period of 12 months to enable them to continue in that role.

All new officers employed by the Council are, similarly, subject to a documented induction programme which includes statutory information such as Health and Safety requirements as well as West Bletchley Council specific information.

The Council has adopted the NJC national terms and conditions of employment and all officer roles are evaluated in accordance with the Green Book.

Annual staff appraisal interviews, commencing with that for the Clerk, enable individual targets and objectives to be aligned with the Council's objectives as detailed in its Business Plan.

Training and personal development for individual officers is discussed with them at least annually, when the annual appraisal is undertaken. Training requirements are considered at other times of the year, during informal discussion. Training, whether internal or external, is arranged when it is agreed to be of mutual benefit to the employer and the employee.

Training records for both Members and Officers are maintained. Records for the last twelve months confirm that every officer has undertaken training during that period, ranging from first aid (new and refresher courses) to job specific training leading to a relevant professional qualification.

The Council has adopted and published relevant policy documents, including Disciplinary and Grievance, Equality and Diversity and Complaints handling. The Council also issues guidelines on use of IT and social media.