



MALTON TOWN COUNCIL

STATEMENT

PERFORMANCE MANAGEMENT

“The ability to manage the performance of a Council is critical to its success. It enables members and officers to assess whether the organisation is achieving what it set out to do, delivering value for money and making life better for its citizens.” (Local Government Association 2012).

Malton Town Council strives to ensure continuous improvements are made in the way we operate and deliver services to the community. The performance of the Town Council as a corporate body is monitored through a number of mechanisms.

The Town Council’s objectives for 2022-2026 are outlined in our Business Plan. On an ongoing basis, the progress will be monitored by Full Council.

Financial performance is managed by Full Council, but also by the two Members who carrying out quarterly internal controls, an internal audit twice a year and an external audit annually. Checks are made to ensure that Town Council Financial Regulations and other policies are being adhered to. All expenditure is reported to Full Council monthly and performance compared to the budget is monitored by Full Council which receive a breakdown of income and expenditure compared to budget on a monthly basis.

Members internal control, internal audit and external audit reports are received and reviewed at Full Council, to ensure that the Council as a body can review and monitor performance.

The Town Council is a responsible employer and promotes an environment in which individuals receive ongoing training and support. Each employee, commencing with the Clerk has a Staff Professional Development Plan is given an annual performance appraisal which identifies areas of strength, areas for improvement and any specific training needs, this enables individual targets and objectives to be aligned with the Council’s objectives as detailed in its Business Plan.

The Council has a commitment to training and recognises the importance of offering training opportunities to our 12 elected Town Councillors. Following election/co-option, all Councillors are offered induction training sessions to familiarise themselves with the powers and duties of the Council, as well as information on Town Council projects, planning, financial management and owned assets, such as the two cemeteries, chapels, play area and war memorial. Evidenced is published in the training log and published Training & Development Policy document. Councillors also receive information on a regular basis on the training opportunities available through the Yorkshire Local Council Association.

[Training & Development Policy](#)

The Town Mayor is supported specifically by the Town Clerk. All Councillors are encouraged to take training by attendance at seminars and workshops. Councillor briefings and awareness sessions are offered for any key decisions or policy changes.

Training, whether internal or external, is arranged when it is agreed to be of mutual benefit to the employer and the employee. The Council allocates an annual budget for both Member and Officer training purposes. Training ranges from first aid (new and refresher courses) to job specific training leading to a relevant professional qualification. An annual training budget is provided for staff and Members training.

All new Officers employed by the Council, are subject to a documented induction programme which includes statutory information such as Safeguarding, Health and Safety requirements as well as Malton Town Council specific information.

The Council has adopted the NJC national terms and conditions of employment. The Council has also adopted and published relevant policy documents, including Disciplinary and Grievance, Equality and Diversity and Complaints handling. The Council also issues guidance on social media and electronic communications.

The Council reviews their Risk Assessment Management Policy in January on an annual basis. The Employment Issues section of the policy assesses the risks associated with employment such as insurance, working hours, staff performance, working conditions, health and safety and fraud.

The Council obtained the Local Council Foundation Award in 2020, followed by the Quality Award in 2021 which shows that the Council meets the standard set by the sector, assessed by their peers and has put in place the conditions for continued improvement.

The Council is qualified and has adopted the Power of General Competence.

Adopted by Malton Town Council on 28 September 2022 (Review September 2024)