



ROYAL WOOTTON BASSETT TOWN COUNCIL

STATEMENT THAT THE COUNCIL MANAGES THE PERFORMANCE OF EACH INDIVIDUAL STAFF MEMBER TO ACHIEVE ITS BUSINESS PLAN

The Town Council understands its responsibility, as a Corporate Body, for managing the performance of its officers and always strives to ensure officers are equipped to carry out their respective roles in a safe environment, with the appropriate equipment and are encouraged and supported in relevant training. All officers are given the opportunity to discuss their development as part of the annual staff review and development process. The Town Clerk has an annual review and development meeting with the (staffing/personnel committee).

Councillors are supported in their respective roles within the Council, the newly elected Town Mayor has the support of an assigned officer as 'Mayor's Secretary'. Newly elected councillors are offered induction training which includes the Code of Conduct Corporate Governance etc. 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.

Roles and responsibilities of officers and councillors are covered through a comprehensive suite of documents including standing orders, financial regulations and a member/officer protocol. The comprehensive staff handbook details policies such as anti-harassment and bullying, capability, disciplinary, equal opportunities, flexible working. Grievance, stress and whistleblowing. RWB TC adheres to its corporate duty in respect of their individual needs.

Health & Safety risk assessments and fire risk assessments are undertaken by the Health & Safety Officer with consultancy advice sought where appropriate. The council employs 18 members of staff. The Town Clerk must carry out all functions required by law (as detailed in the Job Description) as the Town Council's Proper Officer and issue all statutory notifications and documentation. Employment issues are contracted out to an HR firm. The

Town Clerk is also the RFO and the accounts are administered by a professional accountant.

The Council is qualified and has adopted the Power of General Competence. All policies and procedures are reviewed regularly by the council and all key documents (in compliance with the Transparency code) are available on the Town Council's website.