



## **PRINCES RISBOROUGH TOWN COUNCIL PERFORMANCE MANAGEMENT STATEMENT**

*“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).

Princes Risborough 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 2018-2021 are outlined in our Business Plan. Originally issued in 2015, this has recently been revised and re-published to reflect progress to date and the current status of each project and objective. On an ongoing basis, progress is monitored by the responsible Committee.

Financial performance is managed not only by the Finance Committee, but also by both an internal auditor and an external auditor, who check to ensure that Town Council Financial Regulations and other policies are being adhered to. The Chairman of Finance meets with the Responsible Financial Officer on a monthly basis, with all expenditure reported to the Finance Committee. Performance compared to budget is monitored by the Finance Committee which receive a breakdown of income and expenditure compared to budget on a monthly basis.

At each meeting of Full Council, the minutes of previous Committee meetings are received and reviewed. In this way, 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 is given an annual performance appraisal which identifies areas of strength, areas for improvement and any specific training needs. An annual training budget is provided.

The Council also recognises the importance of offering training opportunities to our 13 volunteer Town Councillors. Following election, 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 owned assets such as the parks, Stratton Memorial Garden and the Market House. In 2018, this has been followed up with the provision of General Data Protection Regulations training for all councillors and Planning training for the Chairman of the Planning Committee. Councillors also receive information on a regular basis on the training opportunities available through the Buckinghamshire Association of Town and Parish Councils.

***Statement adopted by Princes Risborough Town Council at its meeting on 27<sup>th</sup>  
November 2018***