

BLYTH TOWN COUNCIL

Decision Report

Thursday 17 July 2025

1. Motion regarding Performance Management

Recommendation

To create a time limited cross-party task and finish group consisting of members of the Staffing Sub Committee for the review of Performance Management as outlined in the motion hand delivered by Cllrs Peart and Swinhoe.

Ward

Not ward specific.

Risk Management

This measure promotes transparent engagement, and development opportunities for staff including staff involvement in framework development, which should be done in line with ACAS and legal guidance. Adherence to GDPR, internal confidentiality protocols, and data protection policies should all apply. No budget implications.

Crime Prevention

No crime prevention implications

Objective

To promote good governance of the Town Council by aligning individual performance to strategic objectives, supporting staff development and continuous professional development.

Background

On 2 June 2025, the motion attached as Appendix 1 was submitted for consideration.

Blyth Town Council has previously followed the performance management procedures that are in place by Northumberland County Council. More recently limitations within resources have led to a simplified informal process. The Performance Management procedures are due a review and the officers welcome this.

Elaine Brown

Deputy Town Clerk

10 July 2025

Motion to Blyth Town Council

Title: Implementation of a Structured Performance Management Framework for the Town Clerk and All Council Staff

Proposer: Cllr [Your Full Name]

Date: [Insert Meeting Date]

Motion

This Council recognises the vital role played by the Town Clerk and all council staff in delivering effective, accountable, and high-quality services for the residents of Blyth.

In line with the Local Government Association's guidance on performance management for local authorities, and to promote a culture of openness, continual improvement, and accountability, this Council resolves to:

1. Establish a Performance Management Working Group (PMWG) made up of councillors and relevant officers, to oversee the development and implementation of a fair, transparent, and consistent performance review process for all staff, including the Town Clerk.
2. Undertake an initial performance review of the Town Clerk and all staff, led by the PMWG, with reference to:
 - Existing job descriptions and responsibilities.
 - Strategic objectives of the Council.
 - Past appraisals, feedback, and service outcomes.
3. Develop and adopt a formal Performance Management Framework to:
 - Set clear, measurable goals (using SMART/FABRIC principles).
 - Enable regular appraisals and mid-year reviews.
 - Support staff development, training, and accountability.
 - Ensure alignment with the Council's corporate priorities.
4. Require the PMWG to report back to the Staffing Committee (or Full Council) within [e.g. 8–12 weeks] with:
 - Findings from the initial review.
 - Draft framework documents (e.g. appraisal forms, improvement plan templates).
 - Any recommendations for policy changes or resource implications.
5. Ensure that all performance review processes are conducted:
 - Fairly, lawfully, and respectfully.
 - In accordance with employment law, council policy, and principles of confidentiality.

Rationale

This motion aims to ensure that Blyth Town Council operates with professional rigour, staff are supported to succeed, and any performance concerns are addressed constructively and consistently. The initiative is aligned with national best practice and reflects our commitment to high standards in local governance.