



Managing the Performance of Staff and the Parish Council as a Corporate Body

Performance management of staff and the Bembridge Parish Council (BPC) as a corporate body is essential if we endeavour to provide high-quality services to the community of Bembridge. To achieve this the BPC sets expectations, communicates these expectations, monitors progress and creates an environment that encourages feedback on goals. In addition, it is important to foster a culture of continuous improvement.

Staff Performance

In 2024 the BPC carried out an extensive review of its Health & Safety and Employment Policies, leading to the production of a brand-new Employee Handbook for all employees. The handbook sets out the current employment policies of the Council and how the Council expects duties to be carried out safely. For each task, especially those of the Parish Lengthsmen, a risk assessment and method statement is produced and communicated to all employees.

The Council carries out annual staff appraisals as a means to assess the performance of staff and offer a forum for feedback and discussion on future plans and aims, and to assess any training requirements.

Two years ago, following such appraisals it was decided to create a role of Supervisor Lengthsmen. This has created a much clearer 'chain of command', with weekly meetings between the Clerk and Supervisor Lengthsmen to discuss and plan both short term and long-term goals and progress.

The BPC feel that a key indicator of it being a good employer can be found in retention of staff, and the recent celebration of 20 years' service by one of its Lengthsmen certainly points to this.

Corporate Performance of the Parish Council

The BPC have a Finance & Governance Committee that sets performance goals and monitors employment policies and governance. Each year all employment policies are reviewed by this Committee, including the Council's Code of Conduct. The Committee also help to develop the 3-year Business Plan (reviewed and agreed at Full Council). This Plan sets the Council's short and long term, financial and non-financial aims by which the Council can be judged.

Annually the BPC carry out a survey called a 'Have Your Say Survey' of all parishioners (online and hard copies available from the library and parish office). The survey aims to gather the parishioner's opinion on Council assets, maintenance, communication and general performance. A report on each year's survey is posted on our website. We are very pleased that we saw an increase in 'Good' opinions in almost every category this year compared to 2024.

The F & G Committee also assess training needs for both staff and councillors and include an allowance in the annual budget.

Councillors are encouraged to attend catch up courses with recent attendance at 'Planning Training' and 'Council Chair Training' provided by IWALC.

BPC also follows the Local Government Transparency Code by publishing all requirements on its website.

And finally, of course, the BPC aim to demonstrate its performance levels by obtaining accreditation from the Local Council Award Scheme.