

Barnwell Parish Council

Appraisal Policy & Procedure

Aims of Policy

The purpose of an appraisal scheme is to provide an opportunity for the clerk and member of the Parish Council to discuss performance against set objectives and examine the personal development of the Clerk within the organisation.

In addition, by auditing the strengths and weaknesses in the role of the clerk suggestions for improvement can be made to the Parish Council. The appraisal scheme is designed to be a developmental tool and should not be seen as judgemental in any way. In this respect performance appraisal is kept apart from any salary review process.

Procedures

1. The appraisal cycle will be annual.
2. It will normally begin at the start of the financial year.
3. The appraisal process will be managed by the Parish Council Chairman and Vice Chairman.
4. The Clerk will complete the appraisal form (as attached) and forward to the Chairman and Vice Chairman.
5. The Chairman and Vice Chairman will complete their section of the form.
6. If all agree on all aspects of the appraisal then this will be signed off and as completed for the year.

Substance of the Appraisal

1. Targets set from the previous year will be reviewed.
2. Joint review of performance evidence
3. Discussion of achievements and concerns
4. Review of job description (if applicable)
5. Setting objectives (no limit on number)
6. Summary and agreement

Objectives should be SMART (specific, measurable, achievable, relevant and time bounded). The results of the appraisal process will be recorded on the Performance Appraisal form, which is part of this Policy document. A copy of the form will be kept by both appraisers and Clerk.

Barnwell Parish Council

PARISH CLERK APPRAISAL FORM:

Name: Nicki Phillips

Date: ??.03.2024

The purpose of the Council's appraisal process is to assess performance against agreed objectives and to identify training needs to ensure that staff reach their potential. Any appraisal is confidential and will involve the clerk and chairman or chairman of the Staffing Committee.

It is the chairman's responsibility to ensure that the formal appraisal is carried out at least once every 12 months and progress is monitored in between formal appraisals.

Current Agreed Objectives	Date Achieved or Ongoing Activity
None	N/A

Employee's Comments on Current Objectives and Performance Over Last 12 months
No objectives to comment on. An interesting year with some challenges but no real problems. Looking forward to the next 12 months. I have taken advantage of a number of free training sessions offered as webinars by various organisations such as HMRC, SCRIBE, Gov.UK, Worknest etc. covering tax issues, Martyn's Law, Personal Safety, Audit and so on.

Chairman/Vice Chairman Comments on Current Objectives and Performance Over Last 12 months

Any Training Needs Identified

As and when

Objectives for next 12 months

Aim to control the number of hours worked and continue to keep the council informed of the number of extra hours worked or needed.

Delegate work when appropriate and possible to members of the council.

Introduce the regular use of the projector at meetings for planning discussions and important documents to enhance informed discussion.

Target dates

On going

On going

On going

Other comments

Employee Signature.....

Date.....

Chairman

Signature.....

Date.....