

SUTTON CHENEY PARISH COUNCIL

APPRAISAL SCHEME 2022 - 2023

APPRAISAL SCHEME ACTION PLAN

The following action plan schedules the steps involved in the annual Appraisal Scheme process and who is responsible within the Council.

STAGE	ACTION	PERSON(S) RESPONSIBLE	TIME FRAME
Stage 1	Review and update Parish Council aims, objectives and business plan	Council with input from Clerk to the Council	Ongoing
Stage 2	Arrange appraisal meetings	Clerk to the Council	July 2022
Stage 3	Issue Scheme details, action plan schedule and Appraisal Review Forms	Clerk to the Council	July 2022
Stage 4	Complete self-assessment in Section 2 of Appraisal Review Form	Clerk to the Council	August 2022
Stage 5	Hold appraisal meetings and agree objectives, development plan and sign off in Section 3 and 4 of Appraisal Review Form	Chair of HR Committee	September 2022
Stage 6	Implementation of objectives and development plan	Clerk to the Council with Chair of HR Committee	September 2022
Stage 7	Six-monthly progress review meeting	Clerk to the Council with Chair of HR Committee	March 2023
Stage 8	Re-commence process	As above	July 2023
Stage 9	Review operation of Appraisal Scheme	Clerk to the Council and Council	Periodically and as required