

HEALEYFIELD PARISH COUNCIL



APPRAISAL POLICY & PROCEDURE

Review Date: Sep 2022

Next Review Due: Sep 2025

Rationale

The purpose of appraisal is to provide an opportunity for the Clerk and 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 usually starting in April each year.
2. The appraisal process will be managed by the Parish Council Chairman and Vice Chairman. Where a conflict of interest exists, another member of the council will be substituted.
3. The appraisal form (Appendix 1) will be completed in the meeting with Chairman and Vice Chairman.
4. If all agree on all aspects of the appraisal, then this will be signed off as completed for the year.

Appraisal setting/review meeting

1. Targets set from the previous year will be reviewed.
2. Joint review of performance evidence. The clerk should bring them any evidence to demonstrate they have met objectives agreed.
3. Discussion of achievements and concerns
4. Review of job description (if applicable)
5. Setting objectives (no limit on number)
6. Summary and agreement

Note: Objectives should be SMART (specific, measurable, achievable, relevant and time bound). The results of the appraisal process will be recorded on the Performance Appraisal form (appendix 1). A copy of the form will be kept by both appraisers and Clerk.

Appendix 1

Healeyfield Parish Council
Appraisal Form

Position:

Date:

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 and vice chairman.

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. Any below-level performance will be raised with the clerk at the earliest opportunity.

Current Agreed Objectives	Date Achieved or Ongoing Activity

Employee's Comments on Current Objectives and Performance Over Last 12 months

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

Training Needs Identified

Objectives for Next 12 Months	Target Date

Other Comments

Employee Signature

Date.....

Chairman

Date.....

Vice Chairman

Date