

Woodmansey Parish Council

Clerk Appraisal Policy

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Author: Judith Roberts

1. Purpose of an appraisal scheme

To provide an opportunity for the clerk and a 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.

2. The appraisal cycle

The appraisal cycle will be annual with a mid term review. It will normally begin at the start of the financial year.

3. Identifying the appraiser(s)

The appraisal process will be managed by the Parish Council Personnel Committee. The Clerk will have the opportunity to nominate a member, or members of the Parish Council to fulfil the role of appraiser.

4. Preparing for the appraisal meeting

The appraiser and Clerk will meet initially to discuss the process and set a date for the formal appraisal meeting. At this point the appraiser will issue the Preparation for Appraisal form, which is part of this Policy document. Normally targets set from the previous year will be reviewed at this meeting.

5. Conducting the appraisal meeting

The following will be key features of the appraisal meeting.

- Agreement of the purpose of the process
- Joint review of performance evidence
- Discussion of achievements and concerns
- Review of job description (if applicable)
- Setting objectives (no limit on number)
- 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 appraiser and Clerk.

Preparation for Appraisal Form

Name

Job title

Department

It is recommended that this form is used to help you think about the job you do prior to your interview, of which the date and time is:

Date

Time

Which parts of the job do you feel you do well?

Which parts of the job do you have difficulties with, and are there any obstacles which cause you particular problems?

What training (if any) do you feel you need? What further support (if any) do you feel you need?

What areas do you think will be your main objectives in the next six to 12 months (list up to a maximum of five)?

Are there any other areas of your department or the organisation in which you are interested?

Are there any other points which you would like to raise at your appraisal?

Performance Appraisal Form

Name

Job title

Department

Length of time in current position

Manager/Supervisor

Review period

Current performance

1. List the key areas of the job, highlighting strengths and skills that have contributed to performance during the appraisal review period.

2. In the light of this appraisal, identify any changes to the key areas of the job description and make recommendations for any appropriate amendments.

3. What are the key objectives for the next 6 to 12 months?

(Continued ...)

Performance Appraisal Form (continued)

Development and training

4. Consider future potential and development, in particular highlighting specific areas for training (recommended training might take the form of on-the-job training or attendance on a course).

Interview notes

5. Appraiser's comments