

Sutton Courtenay Parish Council

Appraisal Policy – Parish Clerk/RFO

Introduction

Sutton Courtenay Parish Council currently has one employee, the Clerk, who also performs the role of Responsible Financial Officer (RFO). This appraisal policy relates to both roles.

If the Council in the future, employs additional members of staff, the Council will develop an appraisal structure for these employees.

Purpose of appraisal

To promote development by reviewing past performance and looking ahead to set achievable objectives. The Objectives are:

- To enable staff to develop to their fullest attainable level of potential and achieve job satisfaction
- To enhance the quality-of-service delivery by Sutton Courtenay Parish Council through encouraging staff to achieve high standards of performance

It provides an opportunity for the Clerk and one or more members of the Parish Council to discuss performance against agreed objectives and support the personal development of the Clerk consistent with the needs of the Parish Council. It is designed to be a developmental tool and kept separately from any salary review process.

The appraisal cycle

An appraisal should be held annually and starting from the date of the last appraisal. In the case of a new Clerk being appointed, after a minimum of six months, a review will be held. Appraisal will normally be held in July.

Identifying the appraiser(s)

The appraisal cycle will be managed by the Parish Council. The appraisal will be conducted by one or two councillors from the Staffing Committee that have received appropriate training.

Preparation for the appraisal meeting

The appraiser(s) may invite all councillors to provide feedback on performance and development needs prior to the appraisal meeting using the form in Appendix 1. The Clerk may invite others to provide feedback to the appraiser(s).

The appraiser(s) will set a date for the formal appraisal meeting with the appraisee.

The appraiser will complete Section 1 of this document and then submit it to the appraiser(s). The appraiser(s) will complete Section 2 ahead of the meeting.

Appraisal meeting

A constructive, open, two-way discussion on performance and development needs is the core of the appraisal. The following will be key features of the appraisal meeting:

- Review of previous year's objectives
- Discussion of achievements and concerns
- Setting objectives for the next year (no set number but all need to be SMART)
- Agree support or training required
- Summary and agreement

The results of the appraisal will be recorded on the Performance Appraisal form, which is at SECTION 2. This record should cover the key points of discussion between appraiser and appraisee, objectives for the next year, and identified training/development needs.

A copy of the form will be kept securely by both Chair of the Staffing Committee and appraisee.

Confidentiality and GDPR

Discussions, notes and records arising from the appraisal process shall be regarded as confidential. All Parish Council discussions shall take place in the absence of members of the public as provided for in the Standing Orders.

Reporting

Following the appraisal, if necessary, the Staffing Committee will submit a confidential report containing recommendations and/or objectives to the Parish Council.

Period Covered From:	
To:	

SECTION 1

APPRAISEE TO COMPLETE THIS SECTION

1. Performance Over the Review Year

Use your job description and previously agreed objectives to complete this part of the form. Please review your job description to ensure continued relevance.

1.1 How would you describe your overall performance in the past twelve months?
1.2 Which parts of your job have you performed most effectively?
1.3 Which parts of your job have not gone so well?
1.4 State any part of your job description that you are not doing.
1.5 State any areas of work which are not in your job description.

2. Your Skills and Expertise

2.1 What are your key strengths in your job?
2.2 What additional skills and expertise have you gained over the period?
2.3 Do you possess skills and strengths not fully used in your job?

3. Development Needs

3.1 What parts of your job do you find most difficult and why do you find them difficult?
3.2 Has a lack of a particular experience or skill affected your performance?
3.3 What additional training have you undertaken during the review period?
3.4 How effective has this training been?
3.5 What additional training or experience would now be of benefit to help you achieve future targets/objectives?

4. Objective/Target Setting

(Use your job description and the Council's aims and objectives to consider what you intend to achieve next year.)

4.1 What potential individual objectives/targets do you want to discuss with your appraiser?

4.2 What potential objectives/targets have high priority?

4.3 Describe any particular help and/or support you feel you need to achieve your objectives/targets.

SECTION 2

APPRAISER(S) TO COMPLETE THIS SECTION BEFORE THE INTERVIEW

Name(s):	
Date of Appraisal:	

Consider what the appraisee has written in Section 1 and make your comments in this section. When you have completed the appraisal interview and agreed objectives, training and development plans the overall summary and plans for the following year should be summarised below.

1. Comment on identified main achievements. (Add anything else that was done particularly well.)
2. Comment on work which has not gone well, and anything else that has not gone so well.
3. Comment on any tasks that should no longer be in the job description and any that should be Included.

4. Give your overall assessment of the post holder's performance during the last twelve months (Include strengths, weaknesses, and any constraints to their performance and the outcome of specific agreed objectives).

SECTION 3

1. Agreed Objectives (although there are no set number of objectives, those set should cover key aspects of the appraisee's job and have direct relevance to any Council aims and objectives and be SMART).

1.	
2.	
3.	
4.	
5.	

2. Training/Development actions

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You should obtain the appraisee's comments and signature in **Section 4** and give the appraisee a copy of the full document for their records and a copy must be kept within the Council's records.

SECTION 4

Appraisee comments

(This section provides space for the employee to comment on the completed form and the appraisal process.)

Appraisee's comments on the process

Appraisee's signature – I have reviewed this report and I agree that the above is an accurate record of the views exchanged in the appraisal interview	
Signature	
Date	

Signature of Appraiser	
Date	

Appendix 1

Checklist for the Appraiser

Getting started review checklist

- Job description
- List of objectives (or probationary/induction expectations for new starters)
- List of training undertaken over the review period
- Key achievements - examples of work
- Strategic plan for the Council

What you need to arrange

- Set a date and time which suits both parties and allows enough notice for plans to be made and preparation to be undertaken
- Leave enough time for a meeting
- Consider the location and ensure it will be free from interruption
- Completed pre-appraisal forms for both parties
- Optional - Request feedback from other councillors

Appendix 2

Feedback form for Councillors

Please feedback on the appraisee on the staff's role in the following areas. Please consider what is being done well and what can be done better and if there are any suggestions for areas of focus.

Job description to be supplied.

1. Knowledge of duties
2. Quality of work
3. Quantity of work
4. Relations with others
5. Communication skills
6. Manual/numeric/operational skills (where applicable)
7. Supervision/oversight of staff (where applicable)