

STAFF APPRAISAL POLICY

It is the policy of Ailsworth Parish Council to maintain a meaningful and effective appraisal system that will monitor performance against responsibilities and provide an opportunity for the clerk to have their performance reviewed. It must include agreed steps to improve performance where deemed necessary by the Parish Council. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction.

Once the clerk's probationary period is complete, they must continue to have the opportunity to discuss their performance with the staffing committee Chairman or another Councillor as agreed. As a minimum this will happen annually, around October/November to inform the budget setting process. Opportunities for continuing personal and professional development shall be ensured and advice and monitoring shall be available and accessible to all.

New clerks will be subject to a probationary period of 3 months, during which informal performance reviews will take place after each month.

Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which new training needs are identified and planned.

Performance reviews will cover all aspects identified in their job description.

Assessment will in particular focus on:

- Quality of work, accuracy and detail, ability to work under pressure, dependability and timekeeping, job knowledge and professionalism.
- Knowledge of the Council, work planning and the effective use of time, problem solving and decision-making, flexibility, adaptability, initiative and innovation. Communication and interpersonal skills, teamwork and achievement of targets.
- The Chairman (or Vice-Chairman if there is one) of the Staffing Committee will carry out the appraisal, or another Councillor as agreed.

The Chairman of the Staffing Committee will be responsible for typing up the notes of the appraisal report which will record the discussions that took place at the meeting. It will be given to the clerk for any comments and return.

Completed appraisal reports will be one of the mechanisms considered by the Council when determining whether a salary increase should be awarded.

The Chairman of the Committee will report to the full Parish Council when the appraisal process has been completed.

Policy adoption

This policy was adopted by Ailsworth Parish Council at its meeting on 21st September 2020

And will be reviewed in 2 years unless legislation dictates otherwise.