

NORTH MUNDHAM PARISH COUNCIL

STAFF APPRAISAL POLICY

1. INTRODUCTION

It is the policy of North Mundham Parish Council (the Council);

- To maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities.
- To provide an opportunity for the Clerk to have his or her performance reviewed and provide relevant feedback for the Council.

The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction for the Council's employees.

2. APPRAISAL PROCESS

The annual appraisal will take place in March each year and a half year review will take place in October each year. The appraisal meeting will be conducted by the Chairman of the Employment Committee.

The Clerk will complete the self-assessment appraisal form (appendix 1) and submit this to the appraiser two weeks prior to the appraisal meeting taking place.

Prior to the appraisal meetings the appraiser will seek feedback by enquiries of councillors, and others at his/her discretion. However, it should be noted that the appraisal process is not the place to comment on disciplinary issues.

The appraiser should endeavour to make the appraisal process and the discussion environment as relaxed, open and honest as possible. The objective is to develop a mutually agreed position on the factors discussed, in a non-confrontational fashion.

The appraisal process will review the following:

- quality of work, accuracy and detail motivation and ability to work under pressure
- dependability & timekeeping
- job knowledge
- understanding of safety issues
- 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 leadership
- discretion
- business development
- achievement of targets

3. POST APPRAISAL

After the appraisal meeting is complete, the appraiser will complete the review section of the appraisal form. A fair copy of the Appraisal Report Form will be returned to the employee for agreement and sign-off, subject to their approval. The original document will be filed in the confidential employee records.

The employment committee will review the Clerk's service to the council and will recommend any changes to the conditions of employment to the Parish Council.

The goals and any training needs identified during the appraisal process will be used in the further management of both the Clerk and the general business of the Parish Council and will be reported to the full council.

A review of the policy shall be undertaken every two years (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval.

The Council will undertake to ensure that its members and employees are trained in the processes required by this policy as deemed appropriate.

Adopted by Full Council on: 7th November 2017

Minute No: 141.17(1)

Review: November 2019