



FISHBOURNE PARISH COUNCIL

APPRAISAL POLICY

Adopted on: 21 November 2022

Minute Reference: 22/154.2.4

Signed: *Lynda Hunter* Chair

It is the Policy of Fishbourne Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets. The aim is to provide an effective and efficient service and a satisfactory working environment for the Clerk. Central to this appraisal policy is the need for strict confidentiality by all involved.

Wherever possible and in accordance with ACAS guidelines appraisers should receive appropriate training.

Appraisals action plans to achieve objectives must accord with the SMART process for action plans and be:

- Specific
- Motivating
- Achievable
- Relevant
- Trackable

APPRAISAL PROCEDURE

1. The appraisee should be given adequate notice to prepare for the appraisal with a minimum period of notice of 7 days.
2. The appraisal will be evidence based and follow an evidence gathering process seeking views of all members of the Council in preparation for the appraisal. The role of Clerk is that of the critical responsible officer and key to the day to day running of the council. It is important therefore on behalf of the community that members have a role to play in assessment of the performance of Clerk.
3. The appraisee should prepare for the appraisal in advance by reviewing his/her own performance against objectives set at last year's review.
4. The appraisal will be carried out by the Chairman of the Council or in his/her absence by the Chairman of the Staffing Committee.

5. The appraisal should agree SMART objectives for the coming period as well as reviewing performance to date and shall be the point at which any training needs are identified. Performance reviews will focus on:
 - 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 / or leadership
 - Discretion
 - Confidentiality and security of information
 - Business development
 - Achievement of targets
 - Financial management
6. Once the appraisal process has been concluded, the appraiser will produce a brief confidential written summary to include agreed objectives and development areas to improve performance which must be agreed and countersigned by the Clerk.
7. The appraisal report will be submitted to the Staffing Committee for discussion, approval and recommendation to the full council.
8. The Staffing Committee will discuss any salary review or any other contractual obligations and make recommendations to the full Council before the December meeting.