

# Hawthorn Parish Council

## Appraisal Policy & Procedure

### Aims of Policy

**The purpose of an appraisal scheme is 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.

This appraisal system will, in the first instance, be an on-line exercise although a meeting will be arranged between the Clerk and Chairman and Vice Chairman if the need arises.

### Procedures

1. The appraisal cycle will be annual.
2. It will normally begin at the start of the financial year.
3. The appraisal process will be managed by the Parish Council Chairman and Vice Chairman.
4. The Clerk will complete the appraisal form (as attached) and forward to the Chairman and Vice Chairman.
5. The Chairman and Vice Chairman will complete their section of the form.
6. If all agree on all aspects of the appraisal then this will be signed off and as completed for the year.

### Substance of the Appraisal

1. Targets set from the previous year will be reviewed.
2. Joint review of performance evidence
3. Discussion of achievements and concerns
4. Review of job description (if applicable)
5. Setting objectives (no limit on number)
6. 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 appraisers and Clerk.

# Hawthorn Parish Council

## STAFF APPRAISAL FORM :

**Position :**

**Date:**

The purpose of the Council's appraisal process is to assess performance against agreed objectives and to identify training needs to ensure that staff reach their potential. Any appraisal is confidential and will involve the clerk and chairman and vice chairman.

It is the chairman's responsibility to ensure that the formal appraisal is carried out at least once every 12 months and progress is monitored in between formal appraisals.

<b>Current Agreed Objectives</b>	<b>Date Achieved or Ongoing Activity</b>

<b>Employee's Comments on Current Objectives and Performance Over Last 12 months</b>

<b>Chairman / Vice Chairman Comments on Current Objectives and Performance Over Last 12 months</b>

Training Needs Identified

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Objectives for Next 12 Months

Target Date

Objectives for Next 12 Months	Target Date

Other Comments

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Employee Signature

Date

Chairman .....

Date.....

Vice Chairman .....

Date .....