

# **OXSPRING PARISH COUNCIL**

## **APPRAISAL POLICY CLERK/RESPONSIBLE FINANCIAL OFFICER**

**Adopted by the Council September 2021**

### **1. Introduction:**

Oxspring Parish Council currently has one employee which is the Clerk who also performs the role of Responsible Finance Officer and Allotments Officer. This appraisal policy relates to that role.

If the Council in the future employs additional members of staff, the Council will ascertain an appraisal structure for these employees. Such a structure would usually correlate with line management as those in direct line management positions will be best placed to appraise an employee.

### **2. Purpose of appraisal:**

To provide an opportunity for the Clerk and one or more members of the Parish Council to discuss performance against set objectives and examine the personal development of the Clerk within the organisation.

Furthermore, by auditing the strengths and weaknesses in the role of the Clerk, suggestions for improvement can be made to the Parish Council.

This Appraisal Policy is designed to be a developmental tool and should not be judgemental. Performance appraisal is intended to be kept apart from any salary review process.

### **3. The appraisal cycle:**

The appraisal cycle will be annual. In the case of a new Clerk being appointed, a six month review will be held. Appraisal will normally be held in September.

### **4. Identifying the appraiser(s):**

The appraisal process will be managed by the Parish Council. The Clerk will have the opportunity to nominate a member, or members, of the Parish Council to fulfil the role of appraiser.

### **5. Preparing for the appraisal meeting:**

The appraiser/s and Clerk will set a date for the formal appraisal meeting. To assist the process, the appraisee should complete the "Preparation for Appraisal: appraisee" form, (page 3 of this policy). This form is intended to support the process and will not necessarily form part of the finished appraisal documentation. The appraiser/s will prepare for the appraisal by completing the "Preparation for Appraisal: appraiser" form to which other Councillors can have an input before the appraisal meeting (Page 3 of this policy). This form is also intended to support the process and will not necessarily form part of the finished appraisal documentation.

### **6. Conducting the appraisal meeting:**

Where possible or applicable, targets set from the previous year should be reviewed at this meeting.

The following will be key features of the appraisal meeting:

- Agreement of the purpose of the process
  - Joint review of performance evidence
  - Discussion of achievements and concerns
  - Review of job description (if applicable)
  - Setting objectives (no limit on number)
  - Summary and agreement
  - Objectives should be SMART (specific, measurable, achievable, relevant and time-limited).
- The results of the appraisal process will be recorded on the Performance Appraisal form, which is page 4 of this Policy document. A copy of the form will be kept securely by both appraiser and Clerk.

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Name:

Clerk to oxspring Parish Council and Responsible Financial Officer

Appraisal Date:

1. What aspects of the role do you feel you do well?
  
2. Are there aspects of the role you find difficult/problematical?
  
3. How might any such difficulties/problems be overcome?
  
4. What training (if any) do you feel you need?
  
5. What further support (if any) do you feel you need?
  
6. What areas do you think will be your main objectives in the next six to twelve months?

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## Performance Appraisal form

Appraisee:

Appraiser(s):

Appraisal review period:

Appraisal meeting date:

1. Identify the key areas of the role
2. Review achievements and concerns during the appraisal review period
3. In the light of this appraisal, identify any changes to the key areas of the role and make recommendations for any appropriate amendments.
4. Identify the main objectives for the next 12 months including future development and training
5. Summary

Appraiser(s) signature(s)

Appraisee signature