

Chelmondiston Parish Council

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Staff Appraisal Policy 2018

It is the policy of Chelmondiston Parish Council to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include agreed steps to improve performance. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees.

Once an employee's probationary period is complete, they must continue to have the opportunity to discuss their performance with the Parish Council. As a minimum this will happen annually. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible.

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 training needs are identified and planned.

Performance reviews will cover all aspects identified in their job descriptions. Assessment will in particular focus on:

- Quality of work, accuracy and detail motivation and ability to work under pressure, dependability & timekeeping and job knowledge.
- 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 line Manager will carry out appraisals. Where the appraisal is of the Parish Clerk, this will be the Chair of Council or Vice Chair of the Council.

Once the appraisal process has been concluded the Chair of the Council will provide a summary of the appraisal to the Full Parish Council.

Adopted and Approved 4th December 2018.

