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MELMERBY

PARISH COUNCIL

APPRAISAL POLICY

Document History

Notes of changes in updated versions	Version No	Date of approval / adoption
Appraisal Policy as initially approved and adopted	1	July 2019

It is the policy of Melmerby 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 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 their line manager or a Parish Councillor. A full appraisal will take place annually ideally towards the end of the financial year so that objectives can be agreed in line with council objectives for the next 12 months.

Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all. 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 development needs are identified and planned.

Performance reviews will cover all aspects identified in their job descriptions and may focus on:

Quality of work, accuracy and detail motivation and ability to work under pressure

Dependability and 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

Business development

Achievement of objectives and targets

Once the appraisal process has been concluded the appraiser will provide a report to be placed on the employee's file and a copy produced for the Staffing Committee if a Staffing Committee forms part of the Council Committee Structure (otherwise to those Councillors who seek to be involved).

Appraisals will be undertaken by the following:

Parish Clerk – the Council Chairman, the Chairman or member of the Staffing Committee or, in the absence of a Staffing Committee, another Councillor elected to undertake the task.

All other employees – Parish Clerk.