

Crowan Parish Council

Clerk Appraisal Procedure

1. Frequency

- 1.1. A formal Appraisal Meeting will be held with the Clerk once a year. In normal circumstances, this will be within twelve months of the previous appraisal meeting.
- 1.2. Informal reviews of progress against targets may be held as and when required, with a more formal review of performance taking place in the middle of the year.

2. Council Oversight

- 2.1. Council has delegated responsibility for the clerk's appraisal to the Staffing Committee (see Staffing Committee *Terms of Reference*). No single councillor or group of councillors manages the Clerk and so any views expressed by the councillors in the appraisal should represent and reflect, as far as reasonably possible, the feeling of the whole council.
- 2.2. Appraisals will be conducted by two members of the Staffing Committee. One councillor will lead the discussion – the second may contribute but is primarily present to take notes.

3. Initiating An Appraisal

- 3.1. The Clerk will be invited in writing to an appraisal meeting on a date in normal circumstances, not less than two weeks after the invitation. The letter will include a Self-Appraisal document to be completed by the Clerk and returned to the Chair of the Staffing Committee one week before the appraisal meeting.
- 3.2. The Self-Appraisal will allow the Clerk to give feedback on the role by asking questions such as but not limited to the following:
 - How up to date is your job description?
 - Do you understand the requirements of your role?
 - Do you have regular opportunities to discuss your role with the Chair of the Staffing Committee?
 - What progress do you think you have made in your role since your last appraisal?
 - Which aspects of your work are you especially pleased with?
 - Which aspects of your job have not gone as well as you would have hoped for?
 - What constraints or difficulties are you working under?
 - In what ways could the council help to strengthen your skills and expertise in relation to the council's development plan for the next 12 months?
 - What equipment/additional resources do you need?

4. The Appraisal Meeting

- 4.1. The lead councillor will state the purpose of the meeting i.e. that the council's intention is to help the employee perform to the best of his or her ability, that the process will be fair, transparent and evidence-based, and that the Clerk may request additional training and resources to improve performance.
- 4.2. Emphasis at the meeting will be on listening to and exploring the views of the employee as stated in the Self-Appraisal and expressed at the meeting. Targets set at previous appraisal meetings should be explored in terms of how realistic the targets were and how well the employee feels they have been met.
- 4.3. The job description will be reviewed for relevance and reasonableness.
- 4.4. The employee may express views on issues outside the scope of the appraisal (such as salary and terms and conditions) but such issues will only be noted and reported to the council for future consideration.
- 4.5. The councillors may express praise when it is due and look for positive means to improve performance when this is felt to be necessary. Such comments should as far as possible reflect the impression of the whole council and not individual perception.
- 4.6. The meeting should not usually last more than one hour. At its conclusion, the lead councillor will
 - summarise what has been discussed
 - ask the employee to confirm that the summary is fair
 - state any agreed targets for the coming year
 - confirm that a formal letter and Appraisal Report will be sent within ten working days by the lead councillor to the employee.

5. Follow-Up Actions

- 5.1. The lead councillor will send the letter and Appraisal Report to the Clerk. The letter will ask the Clerk to
 - confirm that the appraisal meeting was conducted fairly and reasonably
 - agree that this protocol was properly followed
 - agree that the report of the meeting is a fair summary of the meeting
 - suggest any minor amendments for the Staffing Committee to consider
 - respond to these points within five working days.
- 5.2. The Clerk will respond to those points in writing to the lead councillor within five days of receiving the letter and report.

- 5.3. If the Clerk expresses satisfaction on these points, the appraisal will be at an end (see “Concluding the Process”) below.
- 5.4. If dissatisfied with the any substantial aspect of the appraisal process, the Clerk will say so in the response which will be sent to the lead councillor. The Clerk and two councillors will meet or correspond within ten days to resolve the disagreement. Every effort should be made to resolve matters informally.
- 5.5. If the matters cannot be resolved informally, the Clerk will write to the Chair of the Council and initiate the Grievance Policy at the formal grievance stage.
- 5.6. The Appraisal will resume when the outcome of the grievance has been decided (see below).

6. Concluding The Process

- 6.1. A summary of the appraisal will be reported to the Staffing Committee.
- 6.2. The lead councillor will report to the next meeting of the Council which will have been sent in advance the Appraisal Report and the clerk’s response to it. The Clerk will decide whether the council should discuss the matter *in camera* with reference to the confidential nature of the discussion of terms of service and personal matters.
- 6.3. The report will outline any training and resource needs, and any considerations for flexible working, amended hours and proposed changes the employment contract.
- 6.4. The Appraisal Report including any agreed targets and an agreed mid-year review date will be signed and dated by the Chair of the Staffing Committee and the employee. The Report will be filed in the employee’s employment file and a copy given to the Clerk.