

## **COMPTON DANDO PARISH COUNCIL STAFF APPRAISAL POLICY**

Compton Dando Parish Council has only one employee, the Parish Clerk.

It is the policy of the 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 our member of staff to have their 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 the employee.

The employee must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager.

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 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
- 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 targets

Before any appraisal interview, the appraiser should gain perceptions of performance by enquiries of colleagues having any involvement with the staff member in question and will bear in mind observations from councillors and members of the public. The views of the Chair will be sought.

Adopted August 2019

Signed.....

Date.....

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Date.....