

## **Appraisal Policy for Bayston Hill Parish Council**

### **1. Overview**

This policy sets out the appraisal process to be followed for all employees of the Parish Council and has been developed to help the Parish Employees fulfil their full potential. The Parish Council will actively support its employees through the process to enable them to achieve objectives set and development needs identified to be met. All aspects of the appraisal process are to remain confidential between the appraiser(s) and appraisee.

### **2. Appraisal Process for the Parish Clerk**

#### **Step 1**

The Chairman of the Parish Council will write to the Clerk early in December using the letter template APPENDIX 1. This letter invites the Clerk to an Objective and Development meeting early in January and enables both parties to prepare for this meeting. A minimum of 5 days notice shall be given to help with preparation for the scheduled meeting.

#### **Step 2**

The Chairman with another two Councillors from the staffing committee will meet with the Clerk in January to discuss and agree 3/4 key Objectives for the Clerk in the coming 12 months, these would require the Clerk's input and should help the Clerk to support the Council's priorities. The Clerk needs to own these objectives.

There would also be a discussion around areas for personal development again with the Clerk's input, these would not just focus on training courses but a significant element of Continuous Professional Development by the Clerk.

The Clerk will be asked to complete the Appraisal Form APPENDIX 3 For both the key objectives and development goals. The Clerk would be asked to develop some simple SMART (Specific, Measurable, Achievable, Relevant and Time Bound) actions that the Clerk would need to take to deliver the objectives and development goals agreed.

#### **Step 3**

The Chairman will have an informal one to one with the Clerk each month. This will be to discuss how the objectives & development goals are progressing, this would be an opportunity for the Clerk to flag up any obstacle/issues and to agree if required some prioritisation with the Chairman. If there are no issues, then this will be a short discussion.

#### **Step 4**

During June/July, the Chairman and two Councillors from the staffing committee will formally review progress with the Clerk of the progress of the objectives & development goals. Specifically, this would be a review of any of the SMART actions that should have been completed or are due to be completed. This would be a two-way conversation for the benefit of both parties. There should be no surprises if the monthly one to one have been completed.

**Step 5**

The Chair and two Councillors from the staffing committee will meet with the Clerk early in January for the formal year-end review where it will be confirmed if the Clerk has, under performed, developing improvement required, met expectations or exceeded expectations, all based on the level of achievement of the key objectives and development goals set for the year. This would then inform the pay award for the coming year. This meeting should be set up using the letter in APPENDIX 1. Five days' notice shall be provided for this meeting to enable preparation by the appraisee for the scheduled meeting.

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### **3. Appraisal Process for the Deputy Clerk**

#### **Step 1**

The Parish Clerk will write to the Deputy Clerk early in December using the letter template APPENDIX 2. This letter invites the Deputy Clerk to an Objective and Development meeting early in January and enables both parties to prepare for this meeting. A minimum of 5 days notice shall be given to help with preparation for the scheduled meeting.

#### **Step 2**

The Parish Clerk will meet with the Deputy Clerk in January to discuss and agree 3/4 key Objectives for the Clerk in the coming 12 months, these would require the Deputy Clerk's input and should help the Deputy Clerk to support the Parish Clerk to deliver the Councils priorities. The Deputy Clerk needs to own these objectives. (There is the option for the Clerk to have the Chairman of the Parish Council present for this stage).

There would also be a discussion around areas for personal development again with the Deputy Clerks input, these would not just focus on training courses but a significant element of Continuous Professional Development by the Deputy Clerk.

The Deputy Clerk would be asked to complete the Appraisal Form APPENDIX 2 For both the key objectives and development goals. The Deputy Clerk would be asked to develop some simple SMART (Specific, Measurable, Achievable, Relevant and Time Bound) actions that the Deputy Clerk would need to take to deliver the objectives and development goals agreed.

#### **Step 3**

The Parish Clerk will have an informal one to one with the Parish Clerk each month. This will be to discuss how the objectives & development goals are progressing, this would be an opportunity for the Deputy Clerk to flag up any obstacle/issues and to agree if required some prioritisation with the Parish Clerk. If there are no issues, then this will be a short discussion.

#### **Step 4**

During June/July, the Parish Clerk with a nominated member of the BHPC will formally review progress with the Deputy Clerk of the progress of the objectives & development goals. Specifically, this would be a review of any of the SMART actions that should have been completed or are due to be completed. This would be a two-way conversation for the benefit of both parties. There should be no surprises if the monthly one to one have been completed.

#### **Step 5**

The Parish Clerk and a nominated member of the BHPC will meet with the Deputy Clerk early in January for the formal year-end review where it will be confirmed if the Deputy Clerk has, under performed, developing improvement required, met expectations or exceeded expectations, all based on the level of achievement of the key objectives and development goals set for the year. This would then inform the pay award for the coming year. This meeting should be set up using the letter in APPENDIX 2. Five days' notice shall be provided for this meeting to enable preparation by the appraisee for the scheduled meeting.

**APPENDIX 1 - Template letters for key Objective and Development Goal setting for the coming year and the year end review for the Parish Clerk.**

Date – December

**Key Objectives and Development Goals (Year)**

Dear

The Chairman and Councillors, ( ), ( ) invite you to meet them at the Parish Office for 2pm on (Day and Date January).

The purpose of this meeting will be to agree with you your 4/5 key Objectives for the coming year and specific development goals that will help you in the delivery of your role as the Parish Clerk.

Prior to this meeting, please give some thought to the key objectives that you think would assist you in helping the Council deliver its key priorities for the coming year and any development needs that you feel you may have for the same period.

For you to be able to achieve the key objectives and development goals it is important that you also identify the SMART (Specific, Measurable, Achievable, Relevant and Time bound) actions that will be required to deliver on these.

We look forward to meeting you in January.

Yours Sincerely

Chair of the Council

Date – December

**Year End Review (Year)**

Dear

The Chairman and Councillors, ( ), ( ) invite you to meet them at the Parish Office for 2pm on (Day and Date January).

The purpose of this meeting will be to complete your year end review in accordance with the Appraisal Policy. Prior to this meeting, please update your appraisal form for the year.

We look forward to meeting you in January.

Yours Sincerely

Chair of the Council

**APPENDIX 2 - Template letter for key Objective and Development Goal setting for the coming year and the year end review for the Deputy Clerk.**

Date – December

**Key Objectives and Development Goals (Year)**

Dear

I invite you to meet me (option to include with the Chairman) at the Parish Office for 2pm on (Day and Date January).

The purpose of this meeting will be to agree with you your 3/5 key Objectives for the coming year and specific development goals that will help you in the delivery of your role as the Deputy Clerk.

Prior to this meeting, please give some thought to the key objectives that you think would assist you in helping the myself and the Council deliver its key priorities for the coming year and any development needs that you feel you may have for the same period.

For you to be able to achieve the key objectives and development goals it is important that you also identify the SMART (Specific, Measurable, Achievable, Relevant and Time bound) actions that will be required to deliver on these.

I (We) look forward to meeting you in January.

Yours Sincerely

Parish Clerk Bayston Hill Parish Council

Date – December

**Year End Review (Year)**

Dear

I invite you to meet me (Option to include with Chairman) at the Parish Office for 2pm on (Day and Date January).

The purpose of this meeting will be to complete your year end review in accordance with the Appraisal Policy. Prior to this meeting, please update your appraisal form for the year.

I/(We) look forward to meeting you in January.

Yours Sincerely

Chair of the Council

**APPENDIX 3 – Appraisal Form for Bayston Hill Parish Council Clerk & Deputy Clerk**

**Appraisal Form – Bayston Hill Parish Council – Clerk & Deputy Clerk**

<b>Employees Name:</b>	
<b>Period Covered:</b>	January 2021 to December 2021
<b>OBJECTIVES SET &amp; FORMALLY REVIEWED MID YEAR AND YEAR END (Reviewed informally during monthly one to one as and when required)</b>	
	<b>What - Objectives to be achieved during 2020</b>
	<b>How – Actions to take, support and development required</b>
1.	
2.	
3.	
4.	

**Appraisal Form – Bayston Hill Parish Council – Clerk & Deputy Clerk**

DEVELOPMENT UPDATED HALF YEAR & YEAR END		
Area:	Activities planned to achieve Goal:	
Goal:		
Expected Outcome:	Resource:	Timeframe
<b>DEVELOPMENT UPDATED HALF YEAR &amp; YEAR END</b>		
Area:	Activities planned to achieve Goal:	
Goal:		
Expected Outcome:	Resource:	Timeframe

**Appraisal Form – Bayston Hill Parish Council – Clerk & Deputy Clerk**

HALF YEAR REVIEW OF OBJECTIVES								
Objective	Comments/Evidence	Objective Status						
1.	Employee:	<table border="1"> <tr><td><input type="checkbox"/></td><td>Achieved</td></tr> <tr><td><input type="checkbox"/></td><td>Progressing to Plan</td></tr> <tr><td><input type="checkbox"/></td><td>Not Progressing to Plan</td></tr> </table>	<input type="checkbox"/>	Achieved	<input type="checkbox"/>	Progressing to Plan	<input type="checkbox"/>	Not Progressing to Plan
<input type="checkbox"/>	Achieved							
<input type="checkbox"/>	Progressing to Plan							
<input type="checkbox"/>	Not Progressing to Plan							
2.	Employee:	<table border="1"> <tr><td><input type="checkbox"/></td><td>Achieved</td></tr> <tr><td><input type="checkbox"/></td><td>Progressing to Plan</td></tr> <tr><td><input type="checkbox"/></td><td>Not Progressing to Plan</td></tr> </table>	<input type="checkbox"/>	Achieved	<input type="checkbox"/>	Progressing to Plan	<input type="checkbox"/>	Not Progressing to Plan
<input type="checkbox"/>	Achieved							
<input type="checkbox"/>	Progressing to Plan							
<input type="checkbox"/>	Not Progressing to Plan							
3.	Employee:	<table border="1"> <tr><td><input type="checkbox"/></td><td>Achieved</td></tr> <tr><td><input type="checkbox"/></td><td>Progressing to Plan</td></tr> <tr><td><input type="checkbox"/></td><td>Not Progressing to Plan</td></tr> </table>	<input type="checkbox"/>	Achieved	<input type="checkbox"/>	Progressing to Plan	<input type="checkbox"/>	Not Progressing to Plan
<input type="checkbox"/>	Achieved							
<input type="checkbox"/>	Progressing to Plan							
<input type="checkbox"/>	Not Progressing to Plan							
4.	Employee:	<table border="1"> <tr><td><input type="checkbox"/></td><td>Achieved</td></tr> <tr><td><input type="checkbox"/></td><td>Progressing to Plan</td></tr> <tr><td><input type="checkbox"/></td><td>Not Progressing to Plan</td></tr> </table>	<input type="checkbox"/>	Achieved	<input type="checkbox"/>	Progressing to Plan	<input type="checkbox"/>	Not Progressing to Plan
<input type="checkbox"/>	Achieved							
<input type="checkbox"/>	Progressing to Plan							
<input type="checkbox"/>	Not Progressing to Plan							



**Appraisal Form – Bayston Hill Parish Council – Clerk & Deputy Clerk**

YEAR END REVIEW OF OBJECTIVES		
Objective	Comments/Evidence	Objective Status
1.	Employee:	<input type="checkbox"/> Achieved
		<input type="checkbox"/> Not Met
	Employer:	
2.	Employee:	<input type="checkbox"/> Achieved
		<input type="checkbox"/> Not Met
	Employer:	
3.	Employee:	<input type="checkbox"/> Achieved
		<input type="checkbox"/> Not Met
	Employer:	
4.	Employee:	<input type="checkbox"/> Achieved
		<input type="checkbox"/> Not Met
	Employer:	

Appraisal Form – Bayston Hill Parish Council – Clerk & Deputy Clerk

YEAR END REVIEW OVERALL RATING			
Year End Rating			
1	Under Performing	3	Meeting expectations
2	Developing improvement required	4	Exceeding expectations
Employee comments:		Employer comments:	

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