

Old Marston Parish Council

Performance Review Policy & Procedure

Aims of Policy

The purpose of a performance review procedure is to provide an opportunity for the clerk and the parish council, through the staffing and standards committee to discuss performance against set objectives and examine the personal development of the clerk within the organisation.

In addition, by auditing the strengths and weaknesses in the role of the clerk, suggestions for improvement can be made to the parish council. The performance review scheme is designed to be a developmental tool and should not be seen as judgemental in any way. In this respect performance appraisal is kept apart from any salary review process.

Procedures

1. The performance review cycle will be annual.
2. It will normally be in December so that any changes can be implemented in the following financial year.
3. The performance review process will be managed by the staffing and standards committee.
4. The clerk will complete the performance review form (as attached) and forward to the staffing & standards committee members.
5. In consultation with the committee the chairman will complete their section of the form.
6. If all agree on all aspects of the performance review then this will be signed off and as completed for the year.

Substance of the Performance Review

1. Targets set from the previous year will be reviewed.
2. Joint review of performance evidence
3. Discussion of achievements and concerns
4. Review of job description (if applicable)
5. Setting objectives (no limit on number)
6. Summary and agreement

Performance Review will 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 interview, the staffing and standards committee members should gain perceptions of performance with observations from parish councillors, city and county councillors and, occasionally, from members of the public who have dealings with the clerk.

The annual performance review meeting should take place during October / November each year to enable the budget setting process. Interim reviews should be undertaken during the year to review the progress on set objectives, or if there is a substantial change in objectives. These reviews should be an informal process.

A new clerk will initially be subject to a six-month period of probation during which performance reviews will be undertaken after one month, three months and six months.

After the appraisal meeting, the staffing and standards committee chairman will be responsible for writing up the appraisal report which will record the discussions that took place at the meeting. The completed report will be given to the member of staff to read, add their comments and return. All signed reports will be kept in the individual's personnel file.

During the year, it is the responsibility of the individual to use their appraisal record as a working document and record any changes to their agreed objectives. Records should also be kept of any relevant training and development undertaken during the year.

Objectives should be SMART (specific, measurable, achievable, relevant and time bounded). The results of the appraisal process will be recorded on the performance appraisal form which is part of this policy document. A copy of the form will be kept by both appraisers and clerk.

Date Adopted: 2022

Minute reference 22/0/

Signed Duncan Hatfield (Chairman)

Review Date: May 2023