

## **STAFF APPRAISAL POLICY**

It is the policy of Woodham Walter Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and also to provide an opportunity for the member of staff (the Parish Clerk) to have his or her performance reviewed.

The aim is to provide the employee with clearly defined goals and to monitor how well those goals have been met, thus affording job satisfaction to the employee as well as providing an effective and efficient service to the Councillors and their Parishioners.

The Employee must be regularly advised as to how they are doing and must have the opportunity to discuss their performance with their line manager. It is Council policy that the Council Chair acts as line manager for the Employee and seeks the views of the Vice Chairman and other Councillors in the initial preparation stage. Once the appraisal process has been concluded reviews must be made available for all Councillors to read.

Any appraisal interview shall discuss and agree objectives for the forthcoming period as well as reviewing performance for the previous period and is the point at which training needs are identified and planned. It must also include agreed steps to improve performance.

Performance reviews will cover all of the aspects identified in the job description. Assessment will in particular focus on the following qualities:

- Job knowledge
- Quality of work - accuracy and attention to detail
- Dependability & Timekeeping
- Communication and interpersonal skills
- Achievement of targets
- Work planning and effective use of time
- Ability to work under pressure
- Using Initiative & self-motivation
- Discretion
- Professional appearance