



# STAFF APPRAISAL PROCESS

Approved by the Council in April 2019

Re-approved 13 March 2023

Re-approved 11 March 2024

Re-approved 9 June 2025



There should be an Annual Performance Appraisal for the Clerk with the following goals –

1. Agreed assessment of previous year's performance by both OPC representatives and the clerk
2. Any personal performance improvements and education needs agreed and targets set
3. Task objectives agreed and documented
4. Job description reviewed and amended if required

The Assessment form attached to this document will be used for the process. The process will be conducted by the Chairman of the Staffing Committee, assisted by a member of the Staffing Committee, and will normally be timed to coincide with the end of the Council's financial Year, which is the end of March.

All Personal Data generated will not be published, it will be stored by the Clerk, and will only be available to the Current Chairman, Vice Chairman and Clerk of the Council.

A report should be given to the Full Council stating that the appraisals have been carried out, along with any recommendations.

All objectives (task and personal) should be SMART (Specific, Measurable, Achievable, Relevant and Time bounded)

Pro- Forma for the Appraisal Form and agreed new Objective Form are attached.

# Staff Appraisal Form

Name:

Date:

[illegible]



<b>Employees comments on Current Objectives and Performance over last assessment period</b>
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<b>Chairman's summary of Appraisal Discussion</b>
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<b>Objectives and Training needs for following year</b>
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<b>Date to be completed</b>
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