

FYLINGDALES PARISH COUNCIL
APPRAISAL POLICY & PROCEDURES

Policy Status	Date	Chair Signature
Policy Adopted	24 June 2025	<i>C. Watkins</i>
Policy Review 1		
Policy Review 2		

1. INTRODUCTION

The aim of this policy is to set out the purpose and process of appraisal of the Parish Council Clerk/RFO. The policy clarifies what appraisal is and what it is not. It will also outline

- the purpose, intended outcomes and frequency of appraisal
- procedures to be followed, and the documentation to be used
- who is involved at each stage.

2. PURPOSE & OUTCOMES OF APPRAISAL

The purpose of appraisal is to support the Parish Clerk/RFO, ensuring that they are in the best possible position to fulfil the role efficiently and to the best of their ability. It is important that the Clerk/RFO understands the day-to-day business needs of the Parish Council, as well as any current priorities, and that s/he has the skills/knowledge to ensure these are met.

In the context of Fylingdales Parish Council, appraisal is **not** about discipline, and it is **not** about capability. These matters are handled outside the appraisal process. Appraisal is **not** about performance-related pay. The Clerk/RFO is appointed on a fixed point on the National Joint Council for local Government Services (NJC) pay scales, within the LC1 (7-12) range. The Pay scales are revised annually and changes implemented in accordance with NJC recommendations. Changes to the salary point

are not automatic but may be recommended by the Staffing Committee, based on the Clerk/RFO's experience, and with consideration for the Parish Council's budget.

Appraisal is essentially about the Clerk/RFO's development in the role and is a process through which the focus and development needs of the Clerk are matched with those of the Parish Council.

The primary outcome of appraisal is to improve the effectiveness of the Parish Council and to ensure that its business is carried out smoothly and efficiently. The process of appraisal will identify those areas in which the Clerk/RFO is confident and effective in the role and any areas where they are unclear or struggling to fulfil the role. Appraisal may result in:

- Constructive feedback to the Clerk
- Constructive feedback from the Clerk to the PC
- Training plans for the Clerk
- Training plans for Councillors
- Proposals for changing different aspects of the work/role

3. FREQUENCY OF APPRAISAL

The Clerk/RFO or the Chair of the Staffing Committee can ask for an appraisal meeting at any time. However, the first appraisal meeting should take place within 6 months of appointment, towards the end of the probationary period. Appraisal should then be undertaken at least annually, with interim reviews to review and evaluate any actions/plans agreed and establish that these are still appropriate. Plans may be adjusted as necessary to ensure fitness for purpose.

4. WHO IS INVOLVED IN APPRAISAL?

The Staffing Committee will conduct the appraisal. The Chair of the Staffing Committee will call a meeting of the Committee, with the correct statutory notices. Members of the public will be excluded from the meeting so that the appraisal is conducted confidentially. The Parish Council will be updated with any recommendations made by the Staffing Committee, keeping confidentiality as necessary.

The Staffing Committee should also oversee interim reviews, although the Committee may nominate one member as first liaison in relation to any plans and actions agreed.

5. APPRAISAL PROCEDURE

i. Agenda setting:

Not less than 2 weeks prior to the appraisal meeting

- The Clerk/RFO will complete the self-appraisal form and return it to the Chair of the Staffing Committee.
- The Chair of the Staffing Committee will ask members of the Committee to identify any items for the agenda.
- The Chair of the Staffing Committee will prepare and circulate the agenda for the meeting
- The Chair of the Staffing Committee or Clerk/RFO will issue the summons and outline agenda within the statutory notice period. The press and public will be excluded from the meeting.

ii. At the meeting:

- Discussion will focus on aspects of the role and work that are going well and any barriers that prevent the Clerk/RFO from working effectively. The Clerk/RFO should play an active role in the meeting and be prepared to identify steps to be taken.
- Action plans for the Clerk/RFO or members of the Staffing Committee will be agreed at the meeting. Action plans involving other Councillors will be negotiated outside the meeting.
- Review dates will be agreed at the meeting.
- Records of the meeting will include key issues raised and recommendations for action.

iii. After the meeting:

- The Clerk/Chair will circulate records of the meeting to members of the Committee within 2 weeks of the meeting.
- A summary of recommendations will be made to the Parish Council at the next opportunity.
- Review meetings will be held as agreed.

6. POLICY REVIEW

This policy will be reviewed annually by the Staffing Committee, using the following criteria.

1. Does the policy fulfil the requirements of employment legislation?
2. Are the procedures timely and straightforward to implement?
3. Feedback from appraisers or appraisees using the policy and documentation.