

DALSTON PARISH COUNCIL



Sue Milburn – Clerk

Forge Green Office, Riverside, Dalston, Carlisle CA5 7QG

Tel: 01228 712766; Email: clerk@dalston.org.uk

APPRAISAL POLICY

Adopted by Full Council on 14 March 2017

Last Reviewed 1 April 2025

It is the policy of Dalston Parish Council to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include steps to improve performance.

The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees. Once an employee's probationary period is complete they must continue to have the opportunity to discuss their performance with the Chairman or a Parish Councillor. A full appraisal will take place annually ideally towards the end of the financial year so that objectives can be agreed in line with council objectives for the next 12 months.

Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all. Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which development needs are identified and planned.

Where it is deemed beneficial, the Parish Council will provide staff development training and updating of skills at the Parish Council's expense.

Performance reviews will cover all aspects identified in their job descriptions and may focus on:

Quality of work, accuracy and detail motivation and ability to work under pressure

Dependability and 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 objectives and targets

Once the appraisal process has been concluded the appraiser will provide a report to be placed on the employee's file in the safe.

Appraisals will be undertaken by the following:

Parish Clerk - Chairman or a Parish Councillor

Assistant Clerk/RFO - Chairman or a Parish Councillor

This policy will be revised, added to or modified when required and reviewed annually.