

Town Clerk Appraisal Policy	
Policy Number: RTC 09	Issue Number: 05
Issue Date: July 19th 2016	Review Date: 21 st May 2024
Originator: Jayne Simpson	Agreed: RTC Annual Meeting 16 th May 2023

BACKGROUND

POLICY

Ripley Town Council has adopted this Health & Safety and Risk Assessment Policy to provide a sound structure to the way it conducts its business.

Ripley Town Council

TOWN CLERK APPRAISAL POLICY

It is the policy of Ripley Town Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity to have his or her objectives and performance reviewed. It must include agreed steps to improve performance and or training opportunities. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to the Town Clerk.

The Town Clerk will be regularly advised as to how they are doing and at regular intervals will have the opportunity to discuss their performance with the Council.

Targets are to be set and opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible.

Any appraisal interview each 6 months and yearly or as required at the instigation of the Chair of the Employment committee. The appraisal will discuss and agree aims and objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned. The appraisal will be carried out by The Chair and a member of the Employment Committee and recorded on the form attached as appendix 1.

Performance reviews will cover all aspects identified in the job descriptions. Assessment will in particular 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 appraisal interview, the appraisers will gain perceptions of performance by enquiries of colleagues having any involvement with the Clerk and will bear in mind observations from Councillors and members of the public.