

The City of Durham Parish Council

Statement to ensure the Parish Council manages each individual member of staff

The City of Durham Parish Council will maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities. This will provide an opportunity for each member of staff to have their performance reviewed. It must include, if relevant, agreed steps to improve performance. The aim is to provide an effective, efficient service and a satisfactory working environment to all employees.

Employees must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager. Opportunities for continuing personal and professional development shall be ensured, in accordance with the Council's adopted Training and Development Policy. 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 training needs are identified and planned.

Performance reviews will cover all aspects identified in an employee's job description. Assessment will in particular (but exclusively) 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
- Achievement of targets

Prior to an appraisal interview the appraiser should gain perceptions of performance by enquiries of colleagues having any involvement with the staff member in question and will consider observations from councillors and members of the public. The views of any line manager will be sought.

Appraisals will be carried out by the Clerk to the Parish Council.

Where the appraisal is of the Clerk to the Parish Council, the Chair and Vice Chair of the Council will act as line manager and seek views in the initial preparation stage.

Date adopted: May 2022

Date to be reviewed: May 2023