

# Pennington Parish Council



## APPRAISAL/ PERFORMANCE REVIEW POLICY

Revised and re-adopted at the full council meeting on 15/01/2024

New revision date January 2025

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Pennington Parish Council will conduct an annual review of the performance and/or appraisal of the Clerk/Responsible Financial Officer and will extend the appraisal procedure to all Parish Council members.

The review/appraisal will be designed to promote development by reviewing past performance and looking ahead to set achievable objectives.

The objectives of appraisals/ performance reviews are:

- To enhance the quality of service delivery by Pennington Parish Council through encouraging employees/ members to achieve high standards of performance.
- To help employees/ members develop to their fullest attainable level of potential and achieve job satisfaction.

Appraisals will be undertaken by the following:

Parish Clerk – Chairman/ Vice Chair.

All other members – Chair/ Vice Chair/ Parish Clerk.

The Parish Council will also review the Job Description, Person Specification and Contract of Employment for the post of Clerk/Responsible Financial Officer on an annual basis.

Once the appraisal/ review process has been concluded the appraiser will provide a report, one for the employee/ member and one to be placed on file.