



Kingsclere Parish Council

Proper Officers Appraisal Policy
Reviewed at PPP April 2025 one amendment.
Adopted at the Annual Meeting May 19th, 2025

Introduction

This policy sets out the appraisal process to be followed for all employees of the Parish Council and has been developed to help the Parish Employees fulfil their full potential. The Parish Council will actively support its employees through the process to help enable them to meet the set objectives. All aspects of the appraisal process are to remain confidential between the appraiser(s) and appraisee.

1. Appraisal Process for the Proper Officers

Step 1

A date will be mutually agreed at the Annual Meeting of the Council (in May) for the Chairman and at least one Councillor from the PPP to meet with each Proper Officer. This meeting must be completed prior to the Autumn PPP, ideally in September.

Step 2

The Officers will be asked to complete the Appraisal Form (Appendix 1) prior to the official Appraisal meeting. One of these objectives should target the Officer's continual professional development. The targets should be SMART (Specific, Measurable, Achievable, Relevant and Time Bound), and the required actions should also be documented. This document will be used to inform the discussion at the meeting and the objectives set.

Step 3

Each September, the Chairman and attending Councillor(s) from the PPP, will meet with the Proper Officers to discuss and agree up to 3 key Objectives for the coming 12 months. These would require the Officers' input and should help them to support the Council's priorities. Appraisal Form (Appendix 2) must be completed during this meeting, signed by all in attendance and supplied to both parties following the meeting.

The Appraisal meeting is not the appropriate forum for highlighted gripes and grievances these should be addressed as and when they arise by either party.

Step 4

If a mid-year appraisal review is required this should be triggered by either the Officer or Employers.

Step 5

Each September, the Chairman and Councillor(s) from the PPP will formally review the previous year's objectives with the Officer whilst completing Appendix 2.

If appropriate, this will then generate a discussion point at the next PPP usually in October regarding a potential SCP (Spinal Column Point) increase from the commencement of the next financial year. This will need to be completed with full 3 Councillor quorum and in the Officers absence in a Closed Part 2 section of the PPP meeting.

2. Appraisal Process for other Staff

All other members of staff will be appraised annually by their Line Manager (usually the Clerk). This meeting will involve the Line Manager, one other Councillor from PPP / Health and Safety and the member of staff concerned.

The meeting will be arranged with the Line Manager to suit all parties. It would usually take place in June/ July.

The format and content of the meeting will depend on the job role of the staff member.

Policy Review Date History

Review Date - PPP April 2026

Appendix 1: Appraisal Form for Kingsclere Parish Council - Proper Officers' self-identified objectives for coming year.

Employee Name:		
Employee Role:		
Period Covered:	September - September	
OBJECTIVES SET & FORMALLY REVIEWED ANNUALLY		
	What - Objectives to be achieved during THE NEXT 12 Months	Actions required to meet the Objective
1.	(Continual Professional development)	
2.		
3.		

Appendix 2: Appraisal Form – Kingsclere Parish Council.

OBJECTIVE 1							
Objective (Continual Professional Development):	Outcome: <table border="1"> <tr> <td>Achieved</td> <td></td> </tr> <tr> <td>Partially achieved</td> <td></td> </tr> <tr> <td>Not achieved</td> <td></td> </tr> </table>	Achieved		Partially achieved		Not achieved	
Achieved							
Partially achieved							
Not achieved							
Matters Discussed:							
Further Action:							

OBJECTIVE 2							
Objective:	Outcome: <table border="1"> <tr> <td>Achieved</td> <td></td> </tr> <tr> <td>Partially achieved</td> <td></td> </tr> <tr> <td>Not achieved</td> <td></td> </tr> </table>	Achieved		Partially achieved		Not achieved	
Achieved							
Partially achieved							
Not achieved							
Matters Discussed:							
Further Action:							

OBJECTIVE 3

Objective:

Outcome:

Achieved	
Partially achieved	
Not achieved	

Matters Discussed:

Further Action: