



Charlton Horethorne Parish Council meeting on Monday 9 April 2018

Review and Development process

- An annual appraisal is to be conducted by the chairperson with the clerk
- It shall take place each year in April or May
- It should take the form of an open and confidential two way conversation
- The conversation should be focused around the job description
- It should cover performance against the job description and the meeting of councillors' reasonable expectations
- It should provide the opportunity for the clerk to review the arrangements made and support provided by the parish council
- The approach taken by the chair and clerk should be honest and constructive with a balance between achievements and developments
- The appraisal should take place in a quiet place without interruptions and in private
- The chair will ask questions, the clerk should be able to ask clarifying questions, then answer the questions, before both discuss and agree any follow up
- Key development actions must be captured for report in private to the parish council for agreed follow up
- Keep the paperwork securely and marked confidential with your parish council papers

Questions to be used

Start with an open question such as "How are things with you?"

What are your goals?
How are they being met?

Are the requirements of the role reflected in the job description?
If not, what is different?
What do we need to do?

Is the workload appropriate for the hours available?
If not, is there a different way to fulfil those tasks?
For example, delegated to councillors or managed without?

Has the parish council provided the necessary resources to fulfil the role?
Is there anything you require in addition?

Do you have any comments you would like to make?

Do we agreed the following key actions for follow up?