



Noak Bridge Parish Council

Appraisal Policy

Version	Date Adopted	Minute Reference	Review Date
1	24/09/2025	95/2025/03	24/09/2028

Appraisal Policy – Parish Clerk/RFO

1. Scope

1.1 Noak Bridge Parish Council currently employs one member of staff, the Clerk, who also serves as the Responsible Financial Officer (RFO). This appraisal policy pertains to that role.

1.2 If the Council employs additional staff in the future, a tailored appraisal structure will be established. Appraisals for other employees will normally involve their direct line manager.

2. Purpose of appraisal

2.1 The appraisal process provides an opportunity for the Clerk and appointed councillors to:

- Evaluate performance against agreed objectives.
- Identify strengths, challenges, and areas for development.
- Support the Clerk's professional growth in alignment with Council priorities.

3. The appraisal cycle

3.1 Frequency: Appraisals will take place annually, usually in January to align with Council planning cycles.

3.2 New Clerk: A six-month interim review will be held where a Clerk has been in post for less than 12 months.

4. Identifying the appraisers

4.1 The appraisal will be conducted by two councillors, normally members of the Personnel Committee.

4.2 The Chairman will normally act as one appraiser. The second will be appointed by the Council, following consultation with the Clerk.

4.3 Appraisers must have no conflict of interest with the Clerk.

4.4 If the Chairman is unavailable, the Council will appoint an alternative appraiser.

5. Preparation for the appraisal meeting

5.1 The Appraisers will:

5.1.1 Invite feedback from all councillors regarding the Clerk's performance and development needs.

5.1.2 Gather evidence and consider responses to the preparation questions in **Annex A**.

5.1.3 Agree the appraisal meeting date with the Clerk at least two weeks in advance.

5.2 The Clerk will:

5.2.1 Reflect on achievements, challenges, and development needs using the preparation questions in Annex A.

5.2.2 Provide any additional feedback or context for the appraisal meeting.

5.2.3 All councillor feedback must be submitted at least seven days before the appraisal meeting

6. Appraisal Meeting

6.1 The appraisal meeting will be a constructive, open, two-way discussion on performance and development needs. Key features include:

6.1.1 Reviewing past performance: Achievements, challenges, and progress against objectives.

6.1.2 Setting objectives: Agreeing on SMART objectives (Specific, Measurable, Achievable, Realistic, and Time-bound) for the coming year. Objectives must be aligned with Council priorities and achievable within contracted hours.

6.1.3 Identifying development needs: Training, support, or resources required.

6.1.4 Summary and agreement: Confirming priorities and next steps.

6.2 No new issues should be introduced during the appraisal unless they have previously been raised with the Clerk and are supported by evidence.

7. Appraisal Record

7.1 The discussion and outcomes will be documented on the **Performance Appraisal Form (Annex B)**. The record will include:

- Key discussion points.
- Agreed objectives for the next year.
- Training and development needs.

7.2 Copies will be held securely by both the Clerk and the appraisers.

8. Confidentiality and GDPR

8.1 All appraisal discussions, notes, and records are confidential.

8.2 Records will be securely stored in compliance with GDPR and the Council's Document Retention Policy (normally 6 years).

8.3 Access is restricted to the Clerk and appraisers.

8.4 Any Council discussions related to appraisals must exclude the press and public, as per Standing Orders.

9. Salary Review

9.1 The appraisal may include consideration of salary in line with NJC/LC pay scales.

9.2 Appraisers may recommend a salary increment where justified.

9.3 Any recommendation must be referred to Full Council for decision in confidential session.

9.4 Appraisers must not determine pay independently of Council approval.

10. Dispute Resolution

10.1 If there is disagreement over appraisal outcomes, the matter will be referred to an appeal panel of councillors not previously involved in the appraisal.

10.2 This ensures impartiality and fairness.

11. Policy Review

This policy will be reviewed every three years to ensure it remains fit for purpose.

Annex A: Preparation for Appraisal

Clerk's Preparation Questions

1. What aspects of the role do you feel you do well?
2. Are there aspects of the role you find difficult/problematic?
3. How might these difficulties be addressed?
4. What training or professional development do you feel you need?
5. What further support would help you in your role?
6. Reflecting on last year's objectives, what progress have you made?
7. What do you think your main objectives should be for the next 12 months?

Appraisers Preparation Questions - Note: all councillors can contribute to these answers which are intended to inform the discussion at the appraisal meeting.

1. What are the Council's main requirements of the Clerk/RFO role? (needs to align with the Job Description)
2. What are the employee's strengths and accomplishments in the role?
3. Are there any areas for improvement? (cite examples and evaluate performance against objectives)
4. What are the Council's priorities for next year?
5. How can the Clerk/RFO support these priorities?

Annex B: Performance Appraisal Form

Name:

Job title:

Period under review:

from

to

Date of appraisal meeting:

Review of performance (with reference to job description & previous years' objectives)

What went well?

What went less well?

What obstacles hindered progress?

What changes (if any) are proposed to the post description?

Agreed Objectives for Next Year

Objectives should derive from the outcome of the review, relate to agreed training and development (as set out below), or represent priorities for the coming year in line with the Parish Council objectives.

Objective 1
Objective 2
Objective 3
Objective 4

Personal Development

Training and Development Needs
Time Commitment
Expected Outcomes

Salary Review

Appraisers who have carried out the appraisal to decide whether a recommendation for a salary increase should be proposed to the Council.
Current Scale:
Bands within scale:
Proposed increase point:
Reasoning to decision:

Signed & dated:

Clerk: _____

Appraisers

Chairman: _____

Councillor: _____

Councillor: _____

Salary scale information: Based on the last review of the role in 2025

SCP	01-Apr-24		01-Apr-25
	per annum	per hour	per annum
1	<i>Deleted wef 01 Apr 23</i>		
2	£23,656	£12.26	£24,413
3	£24,027	£12.45	£24,796
4	£24,404	£12.65	£25,185
5	£24,790	£12.85	£25,583
6	£25,183	£13.05	£25,989
7	£25,584	£13.26	£26,403
8	£25,992	£13.47	£26,824
9	£26,409	£13.69	£27,254
10	£26,835	£13.91	£27,694
11	£27,269	£14.13	£28,142
12	£27,711	£14.36	£28,598
13	£28,163	£14.60	£29,064
14	£28,624	£14.84	£29,540
15	£29,093	£15.08	£30,024
16	£29,572	£15.33	£30,518
17	£30,060	£15.58	£31,022
18	£30,559	£15.84	£31,537
19	£31,067	£16.10	£32,061
20	£31,586	£16.37	£32,597
21	£32,115	£16.65	£33,143

22	£32,654	£16.93	£33,699
23	£33,366	£17.29	£34,434
24	£34,314	£17.79	£35,412
25	£35,235	£18.26	£36,363
26	£36,124	£18.72	£37,280
27	£37,035	£19.20	£38,220
28	£37,938	£19.66	£39,152
29	£38,626	£20.02	£39,862
30	£39,513	£20.48	£40,777
31	£40,476	£20.98	£41,771
32	£41,511	£21.52	£42,839
33	£42,708	£22.14	£44,075
34	£43,693	£22.65	£45,091
35	£44,711	£23.17	£46,142
36	£45,718	£23.70	£47,181
37	£46,731	£24.22	£48,226
38	£47,754	£24.75	£49,282
39	£48,710	£25.25	£50,269
40	£49,764	£25.79	£51,356
41	£50,788	£26.32	£52,413
42	£51,802	£26.85	£53,460
43	£52,805	£27.37	£54,495