

# Fradley Parish Council

## Performance Management of the Clerk to the Council Policy and Procedure

### 1. Values

Fradley Parish Council recognises its employees as its most important resource. As the performance and wellbeing of staff has a significant impact on the productivity and effectiveness of the Council, the Council will work to ensure that staff: -

- Feel fully supported
- Feel valued
- Have a framework for clear and consistent assessment of overall performance
- Know where they stand
- Know what is expected of them
- Have the opportunity to express their views formally and informally
- Receive appropriate guidance and support
- Have access to appropriate training
- Have access to appropriate staff development opportunities so that they can be more productive, more motivated and have more job satisfaction

### 2. Responsibilities

The HR Committee Chair will oversee and manage the Clerk's performance.

### 3. The Performance Management Process

The performance management process will be an annual cycle with three stages: -

#### 1. Performance management discussion between Clerk and HR Committee Chair

- a. All parties should have prepared for the discussion.
- b. Consideration of the Clerk's self-assessment of performance over the year and plans for the upcoming performance management period. \*
- c. Consideration of the Council Chair's report on the Clerk's performance.
- d. Consideration of the Clerk's Job Description and suggestions for any mutually agreed revisions.
- e. Consideration of the extent to which previous aims and objectives have been met.
- f. Identification of aims and objectives for the coming year with clear focus on the strategic needs of the Council.
- g. Identification of professional development specifically required to support aims and objectives.
- h. Identification of general professional development needs.
- i. Celebration of notable achievements.

#### 2. Review Statement

- a. The reviewer prepares a written Review Statement consolidating the information from the review interview, the contents of which will have been discussed and agreed during the discussion.
- b. The Clerk may make a verbal or written comment on the review statement.

- c. The reviewer will report to Full Council that the performance management interview has taken place and that the Review Statement has been produced.
- d. Should the Clerk feel the contents of the review are unfair or inaccurate, then an appeal to the HR Committee can be made. The Committee will convene a panel of 3 Councillors to decide on how to deal with the appeal. The panel should be aware they may have to seek professional advice before taking action.

### **3. Interim Review**

- a. An interim review will be scheduled approximately 6 months after the performance management interview.
- b. The Clerk will meet with the reviewer (Chair of the HR Committee) and discuss the progress being made with the current aims and objectives.
- c. Any barriers to success with the current aims and objectives will be identified.
- d. Existing aims and objectives may be revised or added to as appropriate.
- e. Additional support needed will be identified and provided if such action is agreeable to both parties.
- f. Notable progress with current aims and objectives should be celebrated.

### **4. Confidentiality**

The contents of the review statement will remain confidential. The reviewer may encourage the Clerk to raise specific issues which arise with other Councillors if this is appropriate. If it is appropriate to do so and with the Clerk's consent, the reviewer may raise those issues on the Clerk's behalf if appropriate. The Chair of the Council will provide a brief assessment of the Clerk's general performance, which will be shared with the reviewer and Clerk in advance of the review meeting.

### **5. Setting and Reviewing Objectives**

Aims and Objectives set during the process will be clearly expressed and judged against measurable and explicit criteria. The reviewer will be required to make judgements as to whether an objective has been met, partially met or not met. It is essential that when setting aims and objectives both the Clerk and the reviewer are clear on what success will look like and what evidence will be necessary to demonstrate that success.

### **6. Conducting Interviews and Interim Reviews**

The interviews and reviews will be conducted in an open and positive atmosphere so that successes can be celebrated and areas for development discussed, so enabling supportive solutions to be identified. The Clerk must be encouraged to contribute frankly in assessing their performance and goals. The Clerk should also be given ample opportunities to express opinions on how the performance of the council could be improved and what role they could play in facilitating this improvement.

### **7. Disputes and issues arising from the Performance Management Process**

If the outcome of the Performance Management process is disputed or if the process does not follow this policy, then the Clerk may invoke the Council's Grievance Procedure to seek a resolution.

### **8. Record Keeping**

Copies of Review and Interim Statements will be kept on file by the Clerk with copies held by the Chair of the HR Committee.

\*5WH – the open question letters you should always consider before asking your own difficult questions – What? When? Where? Why? How? Who?

SMART – for action planning - Specific, Measurable, Achievable, Relevant/Realistic, Time limited.

Reviewed: July 2024

Next Review: July 2027