



## Annual Appraisal Protocol

All employees of the Council will have an appraisal annually in February where possible or as soon as practicable thereafter. The appraisals will be completed in a suitably private venue where there will not be any interruptions. All paperwork including a blank copy of the appraisal form and a copy of the previous years completed and signed appraisal form will be circulated to all persons being appraised or completing the appraisal at least three days prior to the appraisal.

The Clerk will complete the Assistant to the Clerk's annual appraisal. The Clerk's annual appraisal will be completed by the Chairman and Vice Chairman of the Council and the Chairman of the Staffing Committee.

The annual appraisals will be completed, and the notes typed up and given to the employee no later than two weeks after the date of the appraisal.

The employee will check the annual appraisal notes and will query with the persons completing the appraisal if they do not think it is an accurate record within one week of being given a copy of the notes. Once all parties are happy with the appraisal notes they will be signed by both the employee and the persons completing the appraisal.

<b>Review Date</b>	<b>Reviewed By</b>	<b>Amendments</b>	<b>Minute Number</b>
23.02.22	Governance Review Committee	None	GR22/02/10.2
22.03.23	Governance Review Committee	'Administration Assistant's' amended to read 'Assistant to the Clerk's'.	GR23/03/9.2
28.06.23	Governance Review Committee	Page 1 – 2 <sup>nd</sup> paragraph – 2 <sup>nd</sup> sentence – amend to read 'The Clerk's annual appraisal will be completed by the Chairman and Vice Chairman of the Council ...'	GR23/06/29.2