



Newton Poppleford and Harpford Parish Council

Training,
Development and
Appraisal Policy

Adopted by resolution of Council – September 2017

Adopted by resolution of Council : SEP.2017

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TRAINING POLICY

Newton Poppleford and Harpford Parish Council is committed to the ongoing training and development of members and Clerk to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for Newton Poppleford and Harpford.

The Parish Council will encourage the Clerk and all members to undertake training relevant to their role and the needs of the Council.

The Parish Council will strive to ensure that the Clerk achieves at least 12 CPD* points annually. The Clerk is expected to qualify to a minimum standard of CiLCA (Certificate in Local Council Administration).

The Parish Council will assess the training needs of all members and employees on an annual basis and maintain a record of training undertaken. It will offer all new members appropriate training at the earliest opportunity including providing an induction to the council and mentoring wherever possible and practicable.

The Parish Council will maintain a budget for the training of both members and employees. The budget for the training of members is delegated to the Parish Clerk and/or Chairman to authorise attendance at training events within the agreed budget. Where demand for training exceeds the approved budget, priority shall go to members who have not attended or have attended the fewest courses. This budget will be reviewed annually by the Finance Sub-Committee as part of its scheduled considerations for the following financial year's budget and precept calculation.

The clerk will research and investigate courses that they believe would be of interest / benefit to members and employees, and refer all such matters to either the Chairman of Council or Chairman of Policy and Personnel Sub-Committee for their consideration and review.

Training for the Clerk will be approved by the Council by way of an approved resolution. Where the Council undertakes to fund the costs of a course, it shall also cover any reasonable travel and subsistence costs.

Attendees may be required to undertake a review of the training completed which can be used to assess the effectiveness, and value-for-money, of said training course and to assist Council in choosing future training programs for staff and member attendance.

Council will assess this training policy annually and amend / revise as necessary. This review will be undertaken, in the first instance, by the Policy and Personnel Sub-Committee

TRAINING POLICY (continued)

Staff and members may be offered training courses for non-Council specific skills such as First Aid, Highways Safety (eg. Chapter 8) and other areas where such training may be beneficial to the effective and safe operation of Council. Any reasonable costs (or a proportion thereof) from such training would be reimbursed by Council to the member / employee concerned.

Council will subscribe to the local branch of NALC (National Association of Local Councils) and also reimburse the Clerk for their membership of their professional body, so as to ensure that access to the training provided by those organisations is not restricted.

APPRAISAL POLICY

Newton Poppleford and Harpford Parish Council recognises that objective setting and appraisals are vital to employee development. The objective of an appraisal is to review employee performance and potential and to provide an opportunity for a formalized two-way exchange of information between employer and employee. At the time of this policy adoption, the Council had only a single employee, the Clerk. Council aims to provide regular feedback relating to staff performance in addition to formal appraisals.

The Chairman shall undertake an annual appraisal of the Clerk in accordance with best practice and guidance published by SLCC (Society of Local Council Clerks), NALC and ACAS (Advisory, Conciliation and Arbitration Service).

Adequate notice of the appraisal shall be given by the Chairman. A summary of the appraisal shall be produced and signed off by both the Chairman and Clerk. The purpose of appraisal shall be to set SMART objectives for the year ahead and review targets from the previous year.

It is the policy of the Council to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for our member of staff to have their performance reviewed.

It must include agreed steps to improve performance if such improvements are deemed necessary. The aim is to provide both an effective and efficient service for the Council and a satisfactory working environment affording job satisfaction to the employee.

The employee must be advised as to how they are fulfilling their role and, at regular intervals, must have the opportunity to discuss their performance with their line manager. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.

Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.

APPRAISAL POLICY (continued)

Performance reviews will cover all aspects identified in their job descriptions. Assessment will in particular focus on;

- quality of work, accuracy and detail motivation and ability to work under pressure
- dependability & timekeeping
- job knowledge
- understanding of safety issues
- knowledge of the Council
- work planning and the effective use of time
- problem solving and decision-making
- flexibility, adaptability, initiative and innovation
- communication and interpersonal skills
- teamwork and / or leadership
- discretion
- business development
- achievement of targets

Before any appraisal interview, the appraiser should gain perceptions of performance by enquiries of colleagues / members having any involvement with the employee in question and may take into account observations from Councillors and members of the public where appropriate.

Interim appraisals may be held where deemed necessary.

PROBATIONARY PERIOD POLICY

Within 6 months of any new employees commencement date, the Chair (or Vice-Chair) of the Policy and Personnel Committee will undertake a Probationary Review with the employee concerned and, subject to satisfactory performance against established and agreed criteria, will recommend to Full Council for their ratification that the employment of said employee be made permanent.

Appraisals may be held at two monthly intervals during the probationary period if deemed necessary.

* ***CPD (Continuous Personal Development)***