



# APPRAISAL POLICY AND PROCEDURE

Adopted by Brixton Parish Council – 29th November 2023

Reviewed by Brixton Parish Council – 27th November 2024  
29th January 2025  
28th January 2026

This policy will be reviewed on an annual basis

Next Review – January 2027

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## **Brixton Parish Council's Appraisal Policy and Procedure**

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## **Aims of policy**

The purpose of an appraisal scheme is to provide an opportunity for the clerk and the Chair and Vice Chair of Brixton Parish Council to discuss the Clerk's performance against set objectives and examine the personal development of the Clerk.

## **Procedures**

1. The appraisal will be an on-line or face to face meeting arranged between the Clerk, Chair and Vice Chair of the parish council.
2. The appraisal will be held annually.
3. It will normally be during the month of September.
4. The appraisal will be conducted by Brixton Parish Council Chair and Vice Chair.
5. The Clerk will complete the appraisal form and forward to the Chair and Vice Chair prior to the meeting.
6. During the meeting the appraisal form and any areas of improvements will be discussed.
7. The results of the appraisal process will be documented in a 'staff appraisal report' compiled by the Chair, this will be circulated to all Brixton Parish Council councillors.
8. The outcome of the appraisal will be discussed and reported in the 'part 2' minutes of the next parish council meeting.