

DUDDON PARISH COUNCIL

Appraisal Protocol

1 SCOPE OF THE PROTOCOL

This document sets out a protocol to guide the appraisal of the Clerk to Duddon Parish Council.

2 AIMS OF APPRAISAL

The Council's appraisal scheme is intended to foster good working relationships between the Council and the Clerk and it is an important facilitator of the Clerk's career development. It is a supportive, rather than judgmental, process. Moreover, by providing an opportunity to identify any obstacles that impede the Clerk, it can indicate ways in which the Council might improve its policies and practices.

3 THE PROCESS

1. There will be an annual appraisal for the Clerk at about the anniversary of their first appointment.
2. The appraisal will be carried out on behalf of the Council by the Chair and the Vice Chair.
3. There will be a confidential Appraisal Meeting attended by the Clerk, the Chair and the Vice Chair. This may be in person or virtual by agreement.
4. The Appraisal Meeting will be guided by the Council's Appraisal Form.
5. The Clerk will complete the Appraisal Form and submit it to the Chair and Vice Chair not less than one week prior to the date of the Appraisal Meeting. The completed form is a confidential document that must be treated in accordance with the Council's *Record Management Policy*.
6. If considered desirable, the Clerk may submit a revised version of the Appraisal Form not later than one week after the Appraisal Meeting. The purpose of this is to give an opportunity to amend the original form in light of any matters raised during the Appraisal Meeting.
7. Not later than two weeks after the Appraisal Meeting, the Chair will send to the Clerk a report setting out a timetable for any actions, either of the Clerk or of the Council, that are appropriate in light of matters raised during the appraisal process. The report is to be treated as confidential in the same way as the Appraisal Form
8. At the first meeting of the Council following the completion of Step 7, the Chair of the meeting will announce that the appraisal has taken place, and this will be minuted.

Adopted: 28TH May 2026

Review: May 2027