

MISTLEY PARISH COUNCIL – STATEMENT TO ENSURE THE COUNCIL MANAGES THE PERFORMANCE OF EACH INDIVIDUAL STAFF MEMBER TO ACHIEVE ITS BUSINESS PLAN

Adopted on 19/10/12. Review due May 2021. Annual Review thereafter

Staff - The Parish Council employs two part-time staff who carry out three roles for the Council. The Parish Clerk/RFO, the Warden and the Cleaner (the latter being the same employee). The administration and finances of the Council are carried out by the Parish Clerk/RFO who is the Proper Officer of the Council. The Parish Clerk is CICLA qualified. (Certificate in Local Council Administration). The Warden is a qualified Carpenter and possesses a huge amount of experience and practical knowledge.

Strategy – Corporate Body Performance Management - It is the policy of the Parish Council (as a Corporate Body) to maintain a meaningful and effective PDP (performance development plan) appraisal system that effectively monitors against agreed achievable targets and responsibilities and provides an opportunity for each member of staff to have their performance reviewed. This robust process must include agreed steps to maintain or improve performance. The aim is to provide effective and efficient service delivery with a satisfactory working environment affording job satisfaction to all employees. It is best practice and rewarding for employees to receive regular updates and advice about their performance and this process gives staff members the opportunity to discuss performance and work-related issues with their line manager, e.g. the Chairman of the Council or the Chairman of the HR Committee. Opportunities for continuing personal and professional development are encouraged and advice about mentoring shall be made available and accessible to all.

PDP's are discussed and are agreed objectives for the coming period as well as reviewing performance to date and shall be the point at which training and development needs are identified and planned. PDP reviews will be in conjunction with aspects within job descriptions and person specifications. PDP's will focus on:

- Interpersonal skills and ability to communicate with the public, other staff, councillors, stakeholders etc;
- Teamwork;
- Adaptability and Flexibility;
- Commitment;
- Dependability;
- Discretion;
- Innovation and Problem Solving Skills;
- Motivation;
- Time Management and effective use of time;
- Knowledge of legislation and best practice (if applicable – e.g. Parish Clerk/RFO);
- Knowledge of Parish Council practices;
- Knowledge of Parish and surrounding area;
- Ability to work under pressure and achieve deadlines;
- Accuracy and attention to detail;
- Understanding Health and Safety;
- Good quality work;
- Achievable targets and prepared to undertake training and development.
- Business and development policy (if applicable – e.g. Parish Clerk/RFO);
- Leadership (if applicable).

