

**BREADSALL PARISH COUNCIL
STAFF APPRAISAL POLICY
ADOPTED MAY 2017**

Breadsall Parish Council will annually conduct a review of the performance and/or appraisal of the Clerk/Responsible Financial Officer. The review/appraisal will be designed to promote development by reviewing past performance and looking ahead to set achievable objectives.

The objectives are;

- To enhance the quality of service delivery by Breadsall Parish Council through encouraging employees to achieve high standards of performance.
- To help employees develop to their fullest attainable level of potential and achieve job satisfaction.

The review/appraisal will be carried out by the Chairman and vice-Chairman in February of each year and reported back to the Parish Council for approval by resolution.

The Parish Council will also review the Job Description, Person Specification and Contract of Employment for the post of Clerk/Responsible Financial Officer on an annual basis in February of each year.