

### Guidance for employee performance review.

This is an opportunity for a representative of the parish council and an employee to reflect on the work of that employee over the previous 12 months. It will enable both parties to discuss elements of the employees work that have gone well and any things that have been problematic.

#### The arrangements for the clerk/RFO's review:

- it will be a discussion between the clerk/RFO and two members of the finance committee
- it will be during September at a meeting mutually convenient to both people
- discussions will focus what things went well and what things were problematic during the previous year – from both the clerk's and the council's perspective
- factors will be identified that will help the clerk/RFO provide a good service to the council in the next year

The councillor will write up the discussion. A copy of this confidential document will be given to the clerk and the chair of the council. A brief verbal summary will be given to the committee. The council will be informed that the process has been successfully completed. Any financial implications from the review will be considered by the finance committee and proposed to be incorporated into the budget plan if appropriate.

### Guidance for village caretaker performance review.

- it will be a discussion between caretaker and the clerk
- it will be during September at a meeting mutually convenient to both people
- discussions will focus on what things went well and what things were problematic during the previous year – from both the caretaker's and the council's perspective
- factors will be identified that will help the caretaker provide a good service to the village in the next year

The clerk will write up the discussion. A copy of this confidential document will be given to the caretaker and the chair of the council. A verbal summary will be given to the Finance Committee. The council will be informed that the process has been successful completed. Any financial implications from the review will be considered by the finance committee and proposed to be incorporated into the budget plan if appropriate.