



MILLOM TOWN COUNCIL – APPRAISAL PROTOCOL

Approved: 25th September 2024

Review: No later than September 2027

1. SCOPE OF THE PROTOCOL:

This document sets out a protocol to guide the appraisal of the Clerk to the Millom Town Council

2. AIMS OF APPRAISAL:

The Council's appraisal scheme is intended to foster good working relationships between the Town 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 Town Council might improve its policies and practices.

3. THE PROCESS:

- 3.1 There will be an annual appraisal for the Clerk and Assistant Clerk/RFO at about the anniversary of their appointments.
- 3.2 The appraisal will be carried out on behalf of Millom Town Council by the Chair and Vice-Chair/Mayor
- 3.3 There will be a confidential Appraisal Meeting attended by the Clerk, the Chair and the Vice-Chair (Mayor)
- 3.4 The appraisal meeting will be guided by the Council's Appraisal form.
- 3.5 The Clerk will complete the Appraisal Form and submit it to the Chair and Vice Chair
- 3.6 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
- 3.7 Not later than two weeks after the Appraisal Meeting the Chair will send to the Clerk for 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.
- 3.8 At the first meeting of the Millom Town Council following the completion of Step 3.7, the Chair of the meeting will announce that the appraisal has taken place, and this will be minuted.

Signed: Chair Dated: 25th September 2024