

TOLLER PORCORUM PARISH COUNCIL

Full Parish Council meeting | Wednesday 11 September 2024

Appendix B – Clerk’s probationary appraisal report

Minute reference: 24/09-8 i

Staffing Committee: Chair Neil Farmer (NF), Peter Crabbe (PC) and Jane Curry (JC)

Clerk/Responsible Financial Officer: Clare Smith

The Staffing Committee issued the Clerk with an appraisal form to complete 23 July 2024.

The Clerk was asked to rate their own performance over the 3 months they have been in role and what they would like to achieve in the next 12 months.

The Clerk completed and returned the form to the Staffing Committee 9 August 2024.

NF reviewed the Clerk’s comments and made his own under each section. The comments were shared with the Staffing Committee, discussed, and agreement reached.

NF shared the document with the Clerk, 13 August 2024, stating the probationary period was over and the Clerk’s appointment to the role was permanent pending resolution of full Parish Council.

The Staffing Committee met with the Clerk, via Zoom, 26 August 2024, to discuss matters raised in the appraisal process and have agreed to meet again in November, date and time to be confirmed.