

# Beaworthy Parish Council – Staff Development Scheme Guidelines and Procedures

Reviewed 15 Jan 26 – Next review Jan 28

## 1. Introduction

This annual procedure is designed to ensure that staff employed by the Parish Council are given the opportunity to review how the past year has gone and to plan for the future. It is intended to help develop their skills, knowledge, and contribution to the work of the Council, as well as dealing with opportunities for improved working methods and relationships. The result should be an agreed view of work priorities for the year ahead, training needs and longer-term development.

The period under review is ..... 2020 to ...2026.

## 2. Why have such a Scheme?

Our Scheme will ensure that proper staff management standards are not only applied but can be seen by all parties to have been so. It will help to maintain a consistency of approach over time, important in the management of staff in a changing environment.

It will enable the Council to demonstrate effective management of its administrative responsibilities, not only by review of past performance, but by planning for both the short and longer term future.

Importantly, it ensures that staff have the opportunity to discuss and influence what is expected of them and to share the responsibility for managing their own progress and development.

In the complex legal framework that applies to employment, a scheme of this type is regarded as good practice, evidence of a serious attempt to apply fair and reasonable standards to the management of our staff.

## 3. How the Scheme works

The steps in the process follow a simple pattern of preparation, discussion, review and follow-up. The full procedure for the Council is set out in Section 4, but the following notes provide further guidelines for each step.

### (i) Preparation

This is the key to the success of the whole development review process. It helps to ensure that what follows is complete, thorough, and appropriate. With thoughtful preparation, neither party should feel afterwards that issues or topics have been missed or avoided.

The Member Feedback form gives every Councillor the opportunity to contribute comments and suggestions. A copy of the current job description will be provided with the form, to help Members to link their comments to specific areas of responsibility.

Similarly, each member of staff should use the Interview Preparation form to guide their thinking and note key points ahead of the review meeting. These notes are private and do not form part of the permanent record of the review.

In both cases, thought should be given to experience of the past year, what went well, what might be done better, and how best to achieve that. Future needs can also be considered and whether any steps can be taken to meet the needs of both the member of staff and the Council.

### (ii) Discussion

This is the heart of the process and takes place in two main stages.

Firstly, the Line Manager will collate the matters to be raised with the member of staff concerned. Not all Member feedback will be included. Some may be considered inappropriate. **All feedback should be supported by clear examples. Unsupported opinion cannot be accepted.**

The second stage is the meeting between the Line Manager and the member of staff. This will include a review of the past year, with the Key Result Areas as a framework, and discussion of Member feedback. This will lead naturally into discussion of any issues raised, future development and training needs, and how these can be addressed. In the process, any concerns, complaints, or suggestions from the member of staff should be discussed and action agreed.

The Line Manager has responsibility for recording these details on the Personal Development Review form. This is best done either during or immediately after the meeting, when both parties can contribute. Both need to sign the form to indicate their understanding of what is recorded.

This does not necessarily mean agreement. There is space on the form for the member of staff to record comments on the process and/or its outcomes.

### **(iii) Review & Follow-up**

This review refers to the role of the Council in ensuring that the process has been followed properly and that the conclusions and actions are agreed.

This should be done as soon as possible after the completion of the PDR form. The key factor is the endorsement of the actions to be taken, as this authorises both the employee and the Co-ordinator to follow up and implement them.

Follow up activity is a shared responsibility between the member of staff and the Co-ordinator. Its exact nature will depend on the content of the plans recorded on the PDR form. However, there are some things that should be clear to both parties:

- Agreed work priorities for the year ahead.
- Agreed personal development plans
- Agreed changes in the way things are to be done.
- Agreement on who is going to do what.

## **4. Detailed Procedure**

1. The Council will delegate responsibility for carrying out the Staff Development Review to a Line Manager on behalf of the Council.
2. The Line Manager will be appointed by vote of the Council at the start of the term of office. It will be the responsibility of the Chairman to ensure that this nominee understands the commitment.
3. Week 1: The Line Manager will brief members, with the aim of refreshing awareness and encouraging a high level of participation. All Members have **the opportunity to give feedback on the effectiveness of staff in their respective key responsibility areas. The feedback form encourages positive feedback and constructive comment, supported by examples. All feedback needs to be from individual Members and shall remain strictly confidential. Any evidence of collusion between Members will be treated as a breach of this confidentiality.**
4. **Members are to be encouraged to contact the Line Manager should they wish to clarify or discuss this part of the process.**
5. **Week 1: Staff to receive self-assessment form, for comment on results, personal development needs and aims, requests, suggestions, with an opportunity to comment on changes in the job and to provide feedback on interaction with the Council and Members.**
6. 4 weeks for the return of forms, followed by 4 weeks for the Line Manager to compile a summary of Member's returns. **The closing date for receiving completed forms is .....** **Forms received after that date may not be included in the review.**
7. Review meetings will then be held with the member/s of staff and be conducted by the Line Manager.
8. The scope of these meetings will cover all key areas of responsibility (as detailed on the job description), personal development and changes to the role. In addition, the member of staff and Line Manager can raise any questions, requests, concerns or suggestions relating to the job.
9. The conclusions of this discussion will be summarised by the Line Manager on the Personal Development Review (PDR). This document should then be signed by the job-holder and the Line Manager. Any of these can decline to sign should they consider the PDR, or the process preceding it, to be unfair, incomplete, inaccurate, or otherwise unsatisfactory.
10. In these circumstances, the Line Manager will investigate the complaint (or the Chairman, should the Line Manager be the complainant) and recommend a course of action to the Council. If the complaint cannot be resolved, the complainant can append a minority report to the PDR.

11. When the process is completed, the PDR forms will be reviewed by the Council and signed off by the Chairman to indicate agreement both to the conclusions and any actions recommended.
12. This document will then become part of the permanent employment record of each individual member of staff. It will be the responsibility of the Clerk & the Chairman to ensure that any agreements reached and any commitments or promises made on either side, are fulfilled. An examination of this will normally form part of the following years Development Review.
13. It will be the responsibility of the line manager to confirm to the full Council that the process has been completed, but details will not be divulged.

The whole process, and all elements of it, must remain strictly confidential. Councillors and Staff must not, unless expressly decided by a vote of the full Council and agreed by all parties concerned, divulge any of the content. Failure to respect this principle will result in an automatic referral to the Monitoring Officer.

**Beaworthy Parish Council Staff Development Scheme  
Member Feedback Form**

Staff Member: Mrs Angela Braidwood  
Job Title: Clerk / Responsible Finance Officer  
Council Member: .....  
Date: .....

**Comments and Suggestions**  
*If you wish to comment on the work of this member of staff please do so, making clear which clause of the job description it relates to and provide examples.*

Job Description Ref	Feedback

**Summary**  
*Your overall view of the progress, performance, and future development of this member of staff.*

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Signature: ..... Date: .....

**Beaworthy Parish Council Staff Development Scheme**

**Personal Development Review** *To be completed by the Line Manager, in discussion with the Job Holder.*

**Name:** Angela Braidwood    **Job Title:** Clerk / RFO    **Job Grade:** Not Applicable    **Date Appointed:** 12 July 2019

**Line Manager:** Cllr ...Darling ....

**Review Date:**

<b>1. Key Result Area Review</b>	
Key Result Area	Summary of Feedback
Overall Performance Summary	
<b>2. Personal Development Plans</b> Actions agreed on skills & experience development over the coming year.	
<b>3. Job Holder Comments</b> On the process, Member feedback, the Conclusions & Plans	
<b>Signatures</b>	
Job Holder: .....	Date: .....
Line Manager: .....	Date: .....
Chairman: .....	Date: .....