

BISHOPSTEIGNTON PARISH COUNCIL

App B DRAFT Personal Performance & Development Assessment

INTERIM

- Interim PPDA meeting to be carried by at least one member of the BPC Finance & Personnel Committee appointed review panel
- Interim PPDA to be carried out every three months; approximately Nov, Mar & July.
- Interim PPDA meeting dates to be scheduled with at least 7 days notice
- Interim PPDA is conducted using the following guiding questions to complete the table. Answers may alter or increase personal objectives for the year.

Aspirations

- How have you been getting on since your last conversation?
- What has been your biggest success or achievement?
- How challenging did achieving that prove to be for you?
- What has proven to be the biggest challenge since your last conversation?
- What are you focusing on right now?
- Looking ahead to your next Interim PPDA chat or Annual PPDA interview, what do you want to have achieved by then?
- What specific actions should you take to achieve that?
- What support do you need from members?

Strengths

- To what extent do you feel your role has enabled you to play to your strengths since your last conversation?
- What, if anything, has been getting in the way?
- What could you do more/less of?
- What could members do more/less of?
- Looking ahead to your next Interim PPDA chat or Annual PPDA interview, what do you want to be different by then?
- What specific actions should you take to achieve that?

Development Activities

- What progress have you made towards any activities since last time?
- Has anything been preventing you from addressing these issues?
- What can members do to support you with this?
- Last time you may have talked about certain aspects of your role that you struggle with. How have you been getting on with these since your last conversation? Do you have any suggestions as to how you can work on this area?

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Name of Appraisal Panel member _____ Assessment Date _____

Aspirations: Goals and targets to support career aspirations

Strengths: Natural areas of strength to be applied

Development Activities: Areas of focus to support development goals

Are there any other potential barriers that could get in the way? How could these be overcome?

Please use the space below to capture any notes from your discussion (i.e. areas of focus, next steps etc.)