

BISHOPSTEIGNTON PARISH COUNCIL

App C DRAFT Personal Performance & Development Assessment

ANNUAL

- PPDA Annual meeting to be carried out every year by the BPC FPC appointed review panel
- PPDA Annual meeting date to be scheduled with at least 14 days notice, but usually at the previous Interim assessment.

Name of Panel Members _____

Assessment Date _____

1. Review Job Description

Appraisal Panel Comment:	Clerks Comments:
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Any amendments to be recommended for BPC adoption:

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2. Review Objectives – Using:

- the list of objectives set at the last annual PPDA (or PPDA Initial interview);
- Interim PPDA from across the previous year; and
- relevant evidence

Evaluate objectives have been achieved and complete the following table:

	FULLY ACHIEVED	MOSTLY ACHIEVED	PARTIALLY ACHIEVED	NOT ACHIEVED
1.				
2.				
3.				
4.				
5.				

BISHOPSTEIGNTON PARISH COUNCIL

Personal Performance & Development Assessment

3. Values – Review and rate achievement of the following Occupational Values.

1. Resourcefulness

(a) Clerks respond to questions and problems with a dynamic, ‘can-do’ attitude. (b) They readily take the initiative and approach their work with enthusiasm, common sense and a vision for the future of the council and its community. (c) Clerks are both resilient and flexible in the face of difficulty and are willing to adapt to changing circumstances. (d) When presented with a question to address or a problem to solve, they are keen investigators who know where to go for advice, information and ideas.

2. Objectivity

(a) Clerks maintain a professional detachment from specific views expressed by individual members of the council or in the community. (b) They respect the legal framework and democratic processes within which councils operate and advise the council accordingly. (c) The council can rely on a clerk’s discretion and neutral, independent assessments of problems and solutions and on their professional, objective advice.

3. Integrity

Many characteristics contribute to the integrity and inherent strength of clerks. (a) They are reliable, committed and consistent in their work; (b) they are honest, open and worthy of trust; (c) they support their employer (the council as a corporate body). (d) They are approachable, diplomatic and sensitive to the needs of others; (e) they treat people fairly, equally and with respect for diversity. (f) They are committed to their own and the council’s excellence and are willing to pursue personal and professional development to underpin confidence in their actions. (g) They take responsibility for their work and are accountable for their advice and the decisions they take.

Complete the following table accordingly.

Rate between a value of 1 and 5 where 5 represents full compliance with the value statement above:

		Rating 1 to 5		Evidence/Example
		CLERK	COUNCIL	
1. Resourcefulness	a			
	b			
	c			
	d			
2. Objectivity	a			
	b			
	c			
3. Integrity	a			
	b			
	c			
	d			
	e			
	f			
	g			

BISHOPSTEIGNTON PARISH COUNCIL

Personal Performance & Development Assessment

4. Personal Assessment – Discuss openly using the guiding questions below and complete the boxes:

Aspirations

The purpose of this session is to spend time with your manager to understand what you would like to achieve in your role over the coming weeks and months. You may want to think about the following questions:

- What do you love doing? What are you energised by?
- What are your goals and aspirations?
- How do you think these relate to the role you are doing?
- How do you think these relate to the three occupational values?
- Do you think these goals and aspirations give you enough stretch?
- What are you going to find challenging about these goals and aspirations?
- Given a choice, which parts of your job would you do in preference to anything else?
- What do you love doing but for some reason feel prevented from doing?
- What do you love doing that is not required in your current role?

Aspirations: Goals and targets to support career aspirations

Strengths

You should also consider your strengths and how you can use these more effectively and frequently in your role. You may want to think about the following questions:

- What do you consider your strengths to be?
- What skills come most naturally to you?
- How do you know these to be strengths?
- How can you bring these strengths into your current role?
- How might the Council and community benefit from your further developing and leveraging these strengths?
- What support do you need to do so?

Strengths: Natural areas of strength to be applied

BISHOPSTEIGNTON PARISH COUNCIL

Personal Performance & Development Assessment

Development Activities

Thinking about areas for development is also an important element of this process, but you should not think of these as weaknesses. This is all to do with self-awareness and actions you can take to become better at what you do.

Consider the following questions:

- What do you love doing so much that you probably do to the detriment of other things?
- How can you prevent yourself 'over-playing' your strengths in this way?
- What support do you need to do this?
- What elements of your job do you struggle with?
- Are there parts of your job that must be done but feel like weaknesses?
- What development areas would you like to work on moving forwards?
- What can your manager do to support you in addressing any development gaps?
- After the meeting, make sure you have a record of what was discussed and have something to refer back to at your next meeting (you might decide to use the Interim PPDA Chat or Annual PPDA Interview –

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.)

BISHOPSTEIGNTON PARISH COUNCIL

Personal Performance & Development Assessment

5. Objectives

1.
2.
3.
4.
5.

6. NEXT Interim PPDA Date _____

SIGNED by Appraisal Panel Members on Behalf of Bishopsteignton Parish Council

PRINT _____

PRINT _____

SIGNED by Clerk

PRINT _____