

BILBROOK PARISH COUNCIL

Annual appraisal

Name: REDACTED

Job title: REDACTED

Date of appraisal: 27th September 2022

The appraisal was undertaken by: the Parish Clerk

Do you understand all the requirements of your job?

☒ Yes ☐ No

Do you feel you have regular opportunities to discuss your work, and action plans?

☒ Yes ☐ No

Have you carried out the improvements agreed with your manager which were made at the last appropriate meeting?

☐ Yes ☐ No ☒ N/A

What have you accomplished, over and above the minimum requirements of your job description, in the period under review (consider the early part of the period as well as more recent events)?
Have you made any innovations?

Uses IT knowledge to send pictures taken of issues encountered while litter picking.

3. List any difficulties you have in carrying out your work. Were there any obstacles outside your own control that prevented you from performing effectively?

Problems with heavy bags. – REDACTED was given a key to open South Staffs District Council bins.

REDACTED requested a thin Hi-viz waterproof as the coat is too warm and heated gloves as his hands get cold. These are to be ordered.

REDACTED uses his own trousers and not the issued hi-viz trousers. He also used his own boots. In future, the council will contribute to these if REDACTED brings in the receipt.

4. What parts of your job, do you:

(a) do best?

All of it

(b) do less well?

None

(c) have difficulty with?

Heavy bags (see previous)

(d) fail to enjoy?

None

5. Have you any skills, aptitudes, or knowledge not fully utilised in your job? If so, what are they and how could they be used?

IT Skills

6. Can you suggest training which would help to improve your performance or development?

None

7. Additional remarks, notes, questions, or suggestions

REDACTED is happy to cover opening the gate when the other operative is on holiday.

8. Line manager comments

The Parish Council is very happy with the excellent job REDACTED does and will be putting him on a permanent contract. The job will just involve litterpicking as follows:

Monday – Playing fields & Penedford Mill Lane 1

Tuesday – Bilbrook Road – 1 ½

Wednesday – Pendeford Mill, Wobaston Road and Balliol Road 1 ½

Thursday Brookfield Road & Duck Lane – 1 hour

Friday – Lane Green Road & Birches Road – 2 hours

REDACTED to continue emailing the assistant clerk when he starts and finishes work as per the lone worker policy.