

Appraisal of Performance in the Role and Personal Performance of the Town and Deputy Clerk	Opportunity to demonstrate	Happiness Rating
<p>The following table is a list of activities in which the Town Clerk is engaged.</p> <p>Column 1 Please indicate on a scale of 1 – 5 the <b>opportunity to demonstrate</b> your capability to perform within these areas. A full five rating indicates the full opportunity to demonstrate performance in this area to 1 indicating no opportunity to demonstrate offering</p> <p>Additionally using the same scale, the rating of your happiness with the performance of the clerk at a level of performance in that area.</p>	<p>The Role offers an opportunity to perform</p>	<p><b>Rating One to Five</b> Five being Completely Happy</p>
<p style="text-align: center;"><b>Providing Services to</b></p> <ul style="list-style-type: none"> <li>• <b>The Council</b> <ul style="list-style-type: none"> <li>• Bereavement services.</li> <li>• Cemetery</li> <li>• Play areas</li> <li>• Environmental</li> <li>• Christmas lighting</li> <li>• Events</li> </ul> </li> <li>• <b>Legal understanding</b> <ul style="list-style-type: none"> <li>• General knowledge of the law as it affects local councils.</li> <li>• Understanding of a local council’s legal framework and operating environment.</li> </ul> </li> <li>• <b>Partnerships</b> <ul style="list-style-type: none"> <li>• Understanding the purpose and aims of community groups who work in partnership</li> <li>• The ability to build relationships and connect with partnerships</li> </ul> </li> <li>• <b>Additional authorities</b> <ul style="list-style-type: none"> <li>• Northumberland County Council</li> <li>• Tynedale Council</li> </ul> </li> <li>• <b>External bodies</b> <ul style="list-style-type: none"> <li>• Establishing, maintaining and growing external relationships</li> </ul> </li> <li>• <b>The ability of the council to impact on the real issues facing the community e.g.</b> <ul style="list-style-type: none"> <li>• Poverty and Vulnerable Groups</li> <li>• Homelessness and isolation</li> <li>• Transport and access</li> <li>• Education and skills</li> <li>• Crime and antisocial behaviour</li> <li>• Environment</li> </ul> </li> </ul>		

<p>2. The following list is your personal performance of the Clerk within those activities</p> <p>Ratings from 1 to 5. Five being Extremely Happy to One being Extremely Unhappy</p>	<p>Ratings</p>
<p><b>Ability to organise and manage resources effectively</b></p> <ul style="list-style-type: none"> <li>• ability to manage budgets</li> <li>• procurement and managing contracts.</li> <li>• making and managing funding applications.</li> <li>• managing facilities and assets.</li> <li>• compiling risk assessments.</li> <li>• Ability to meet targets and deadlines.</li> <li>• ability to consider the long- term financial consequences of Council</li> </ul> <p><b>The ability to work with and manage people</b></p> <ul style="list-style-type: none"> <li>• managing staff</li> <li>• delegate appropriately</li> <li>• manage councillors</li> <li>• ability to work and manage meetings</li> <li>• the recording and production of minutes using computerised systems</li> <li>• to direct the timings and contributions within meetings</li> <li>• provide follow-up to issues and decisions made.</li> </ul> <p><b>Successful partnership working</b></p> <ul style="list-style-type: none"> <li>• Manage community organisations</li> <li>• Understanding and finding common ground</li> <li>• Building cooperation and joint working</li> <li>• Communicate in a clear and precise way on relevant issues</li> <li>• Manage relationships with outside bodies</li> <li>• manage a public-facing role</li> </ul>	
<p><b>General Skills; the ability to</b></p> <ul style="list-style-type: none"> <li>• solve problems in an inclusive manner.</li> <li>• prioritise issues and decisions</li> <li>• assimilate viewpoints and establish common understanding.</li> <li>• communicate in a clear and confident manner.</li> <li>• Work well with members of the public, councillors, and outside bodies.</li> <li>• provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</li> <li>• present to wide range of audiences.</li> <li>• Recognise the importance of accessible documents.</li> <li>• produce a press release.</li> <li>• Self-reliant and self-motivated.</li> <li>• work when impartiality in a required</li> <li>• Accuracy and attention to detail.</li> </ul>	