**STAFF APPRAISAL POLICY**

The Parish Council is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the council to achieve its objectives.

The performance appraisal policy sets out a formal process centred on an annual meeting of each employee and their line manager to discuss his/her work. The purpose of the meeting is to review the previous year’s achievements and to set objectives for the following year. These should align individual employees’ goals and objectives with organisational goals and objectives.

**Core Principles of the Appraisal Policy**

1.The appraisal process aims to improve the effectiveness of this council by contributing to achieving a well motivated and competent workforce.

2.Appraisal is an ongoing process with an annual formal meeting to review progress.

3.The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the organisation are being met, and will be met in the next year.

4.The appraisal discussion will review the previous year’s achievement and will set an agreed Personal Development Plan for the coming year for each member of staff.

5.All employees who have completed their probationary period are required to participate in the appraisal process.

6.The appraisal process will be used to identify the individual’s development needs and support the objectives of the Training and Development Policy.

7.The appraisal process will provide the council with valuable data to assist succession planning.

8.The appraisal process will be a fair and equitable process in line with the council’s Equality Policy.

**Performance Appraisal Implementation**

Performance appraisal discussions will be held over a designated [4 week] period on an annual basis (prior to approval of council’s budget for the next fiscal year). They will be arranged by the

employee’s line manager. Line managers are encouraged to provide the opportunity for an additional [6-month verbal appraisal review], mid-year and other informal reviews as necessary throughout the year, such as regular/monthly one to one meetings.

The discussion will be held in private. Information shared during the appraisal will be shared only with the council; confidentiality of appraisal will be respected. The appraiser (usually the employee’s line manager for all staff and a member of the Staffing Committee for the Clerk/RFO) will be expected to have successfully completed appraiser training, and to be familiar with the employees work.

All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion. A time and venue for the discussion will be advised at least one week before the meeting takes place.

**The Appraisal Discussion**

The appraisal discussion will allow an opportunity for both the employee, and the appraiser to reflect and comment on the previous year’s achievements. It will praise achievement and encourage the appraisee in his/her role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.

The discussion should be a positive dialogue and will focus on assisting the employee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.

The form attached will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self assessment.

The appraisee and line manager or a member of the Staffing Committee should agree on a Personal Development Plan for the appraisee for the following year. This will reflect the employee’s aspirations and the council’s requirements and should align personal and council goals. The council and the line manager or member of the Staffing Committee will support the individual to achieve these goals during the forthcoming year.

Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

|  |  |
| --- | --- |
| NAME OF EMPLOYEE  POST HELD  DATE OF APPOINTMENT  REVIEW FOR PERIOD  |      |

Current Job

Purpose of Job

Description of duties

Targets

DETAILED ASSESSMENT OF PERFORMANCE OF DUTIES

Markings

A Well above the performance expected

1. Consistently above the acceptable standard of the grade
2. Generally achieves the acceptable standard of the grade. Meets all the requirements of the job
3. Not quite up to an acceptable standard, shows some general weaknesses
4. Consistently below the acceptable standard
5. Performance well below the expected level

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 Knowledge of Duties    | A  | B  |  C |  D |  E |  F  |
|  |  |   |  |   |  |   |  |   |  |  |
| (Comments)     |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2 Quality of Work    | A  | B  |  C |  D |  E |  F  |
|  |  |   |  |   |  |   |  |   |  |  |
| (Comments)     |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3 Quantity of Work    | A  | B  |  C |  D |  E |  F  |
|  |  |   |  |   |  |   |  |   |  |  |
| (Comments)     |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4 Relations With Others    | A  | B  |  C |  D |  E |  F  |
|  |  |   |  |   |  |   |  |   |  |  |
| (Comments)     |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5 Communication Skills    | A  | B  |  C |  D |  E |  F  |
|  |  |   |  |   |  |   |  |   |  |  |
| (Comments)     |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6 Manual/Numeric/Operational skills (where  applicable)   | A  | B  |  C |  D |  E |  F  |
|  |  |   |  |   |  |   |  |   |  |  |
| (Comments)     |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 7 Supervision/Oversight of Staff (where applicable)   | A  | B  |  C |  D |  E |  F  |
|  |  |   |  |   |  |   |  |   |  |  |
| (Comments)     |  |  |  |  |  |  |

ATTENDANCE and any specific factors affecting overall performance

|  |  |  |
| --- | --- | --- |
| Training and Qualifications      | achieved in the reporting period  |  |
| OVERALL ASSESSMENT Strengths    Weaknesses     |  Acceptable  |  Not Acceptable  |

Interests and career aspirations

Comments (include here any out of line potential)

|  |  |
| --- | --- |
| Signature of Appraising Manager/Appraiser(s):  |    |
| Appraising Manager/ Appraiser(s):  |    |
| Length of time Appraising:  |    |
| Position Held:  |    |
| Date:  |    |

ACTION PLAN

Including action to be taken to improve performance on current job and specific development and training action by:

the appraisee target date

the Appraising Manager target date

external sources target date

|  |
| --- |
| Appraisee’s signature – I have been offered the facility to see this report and I agree that the above is an accurate record of the views exchanged in the counselling interview  |
| Signature   |   |