



STAFF APPRAISAL POLICY

Introduction

This policy outlines how Tatenhill & Rangemore Parish Council will meet its commitment to high quality training and development. The Council recognises our employees are most valuable asset. The Council recognises that regularly communicating job expectations and supporting staff development is critical for achieving a motivated and capable workforce.

Purpose of Appraisal

The appraisal provides an opportunity for the Council's employees to discuss performance against set objectives and examine their personal development within the organisation

This appraisal policy is designed to be a development tool and should not be judgemental. Any comments made by the appraiser or employee are to be constructive to improve performance and should not be seen as a personal criticism. Performance appraisal is intended to be kept apart from any salary review process.

The Appraisal Cycle

The appraisal cycle will include one formal annual performance review. Where it is known that an employee is due to commence a long period of absence, eg maternity leave, this will be factored into the objective timescales and where appropriate an appraisal will be held before the absence starts.

Preparing for the Appraisal

The Appraiser(s) – The Personnel Committee will conduct the appraisal process with the Clerk. The Clerk will carry out the appraisal process for any other members of staff. Under good employment practices, the clerk can be given the opportunity to request that some members of the personnel committee are not present this meeting.

The Appraiser(s) and Appraisee will prepare for the appraisal by completing the 'preparation for appraisal form which will be useful guide during the appraisal meeting.

Conducting the appraisal meeting

The appraisal discussion will allow an opportunity to reflect and comment on the previous year's objectives. It will praise achievement, identify areas where further support or development is required and encourage the employee in their role.

The meeting should be held in a confidential environment that is free from interruption.

Councillors and employees are asked to support any comments and opinions with factual examples and evidence if necessary:-

The following will be key features of the appraisal:-

- Agreement of the purpose of the appraisal
- Joint review of performance evidence
- Discussion of achievements and concerns
- Identification of areas for development and improvement
- Setting SMART objectives
- Training and development needs

After the Appraisal Meeting

Following the meeting the Clerk or Councillor will type up the appraisal form. The form will be given to the employee for them to complete with their comments.

The Chair of the Personnel Committee should inform the Personnel Committee of the outcome of the appraisal.

The final version of the appraisal form (marked confidential) will be copied to the employee, and another copy will be held on the employee's personal file.

Appeal

Should an employee believe that they have not received a fair appraisal and/or performance rating they should make this comment on the form and discuss the issue with the Councillors (other members of the Personnel Committee can attend the meeting if required).

Should they remain dissatisfied, they have the right of appeal to Full Council, within 10 working days of the final appraisal form being returned.

Training

All training must relate to the needs of the Council, be relevant to an individual's job role, be subject to Council approval and is dependent on the availability of Council funds.