Staff Appraisal Policy

Approved at:	Full Council Meeting – ref 04/24/18.1
Date adopted:	15 April 2024
Annual review date:	April 2026

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Policy Purpose:

The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees.

Main Body:

1. All staff members will receive a formal annual appraisal to review performance against previously agreed goals, to set future objectives and give staff guidance on their developmental and training needs. During the appraisal process, salary will be reviewed against the spinal column point rates and any recommendations for salary increases will be progressed to full Council for discussion and approval.
2. Employees must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all. Therefore, in addition to an annual appraisal, line managers may also undertake a monthly review, or staff members can request an interim review.
3. Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.
4. Performance reviews will cover all aspects identified in their job descriptions. Assessment will in particular focus on:
    4.1. quality of work, accuracy , and detail motivation and ability to work under pressure
    4.2. dependability and timekeeping
    4.3. job knowledge
    4.4. understanding of safety issues
    4.5. knowledge of the Council
    4.6. work planning and the effective use of time
    4.7. problem solving and decision-making
    4.8. flexibility, adaptability, initiative and innovation
    4.9. teamwork and / or leadership
    4.10. discretion
    4.11. business development
    4.12. achievement of targets
5. Before any appraisal interview, the appraiser should gain perceptions of performance by enquiries of colleagues having any involvement with the staff member in question and will bear in mind observations from Councilors. The views of any line manager will be sought.
6. Appraisals will be carried out by the Clerk to the Parish Council.
7. Where the appraisal is of the Clerk to the Parish Council, it is Council policy that the Chairman and Vice-Chairman of the Council act as line manager and seek views in the initial preparation stage.