

# **SACRISTON PARISH COUNCIL**

## **STAFF APPRAISAL POLICY**

The annual staff appraisal process has the following objectives:

- Assessment of past performance and the improvement of future performance
- Assessment of training and development needs.

Appraisals should be a light touch appraisal with an agenda that would compare performance with job description, using the specific responsibilities as a framework. In addition the Council has identified Key Areas of Competence (Appendix 1). Performance in each area will be graded C – competent, I – improvement needed, N/A – not applicable.

Appraisals should not introduce any new items that have not been previously discussed, eg disciplinary matters.

The Parish Council will appoint three Parish Councillors, one of whom should be the Chair or Vice-Chair of the Council and who will act as appraising manager. One of the other two Councillors should act as note taker only and not participate in the formal process of the appraisal.

The annual appraisal of all employees will take place on the anniversary of appointment, or if more appropriate between May and July.

The Appraising Manager and the member of staff should each complete the form to prepare for the Appraisal Meeting and provide evidence of performance including, in the case of the staff member, copies of training certificates, qualifications attained during the appraisal period. These documents will form the basis of discussion during the Appraisal Meeting.

At the end of the Appraisal Meeting, an agreed Appraisal Form will be completed and signed. In the event of any disagreements during the Appraisal Meeting, these will be recorded on the finalised version of the form.

The Parish Clerk should appraise any staff members where appropriate.

The appraisal reports should be signed and agreed by both parties and filed in the staff files.

A report should be given to the full Parish Council stating that the appraisals have been carried out, along with any recommendations.

The appraisal form will also be used as the basis for probationary reviews.

A 6 monthly review meeting will take place to monitor progress towards actions identified at the previous appraisal and to discuss any issues which need to be addressed before the next appraisal.

This policy was approved by Sacriston Parish Council on 1<sup>st</sup> June 2016 and will be reviewed annually at the AGM.

Signed:

Chair of Council

Date:

# SACRISTON PARISH COUNCIL

## APPRAISAL FORM

NAME OF EMPLOYEE	
POST HELD	
DATE OF APPOINTMENT	

Proposed Appraisal Date:

### Actions Identified at Last Appraisal

Action Identified	By Whom	Completion Date	Progress/Comments

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To be used in conjunction with the employee's Job Description (Specific Responsibilities - SR) and Key Areas of Competence (KA), attached.

JD Ref	Assessment			Comments/Evidence	Action	
	C	I	N/A		Y	N
SR 1						
SR 2						
SR 3						
SR 4						
SR 5						
SR 6						
SR 7						
SR 8						
SR 9						
SR 10						
SR 11						
SR 12						
SR 13						
SR 14						
SR 15						
SR 16						
SR 17						

KA 1						
KA 2						
KA 3						
KA 4						

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## ACTION PLAN

Action Ref (SR/KA)	Action Required/By Whom	Completion Date

Additional Comments/Objectives for Coming Year:

Signature of Appraising Manager/Appraiser(s):

Appraising Manager/ Appraiser(s):

Position Held:

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 during the appraisal process.

Signature:

Date:

# **SACRISTON PARISH COUNCIL**

## **Key Areas of Competence (KA)**

## **Appendix 1**

### **Parish Clerk**

1. Protect the reputation of the Council.
2. Demonstrate effective communication skills
3. Produce a consistently high quality of work
4. To engage in professional development to ensure efficient and effective management of the council.