



Ashchurch Rural Parish Council Staff Appraisal Policy

Last reviewed on 15 November 2022

Next review due in November 2023 or sooner if required

Purpose

1. The purpose of the Ashchurch Rural Parish Council (ARPC) Staff Appraisal Policy is to provide a support and appraisal process to allow every member of staff to:
 - Feel fully supported
 - Feel valued
 - Have a framework for clear and consistent assessment of overall performance
 - Express their views formally
 - Receive guidance
 - Know the way forward - i. e. their objectives
2. To allow the Parish Council to:
 - Support, encourage and assist staff in their roles
 - Improve Parish Council performance
 - Develop staff so that they can be more productive, more motivated and have more job satisfaction
 - Help develop the Parish Council through suggestions and feedback from staff
 - Allow a process of two-way communication
 - Establish training needs
3. There should be annual staff appraisals with the following objectives:
 - Assessment of past performance and the improvement of future performance
 - Assessment of future potential
 - Assessment of training and development needs
4. All formal and informal discussions and appraisal meetings will be held confidentially. The appraisal reports should be signed and agreed by both parties. Appraisal documentation will be retained confidentially by the Clerk.
5. Appraisals for the Clerk shall be carried out by two members of the Staffing Sub-committee with the reasonable agreement of the Clerk. Members conducting the appraisal should be experienced or trained in doing so and should be able to act in an impartial and supportive manner. The Clerk and a member of the Staffing Sub-committee will carry out all other staff appraisals.

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- 6 Appraisals should be a light touch appraisal with an agenda that would compare performance with job description. They should not introduce any new items that have not been previously discussed, e.g. disciplinary matters.

7. Before appraisal

Members of staff will be invited to attend their appraisal and asked to complete an appraisal form, (Appendix A) to prepare for the appraisal meeting. Staff should be given at least a week to complete the appraisal form which should be submitted to the Clerk/Staffing Sub-committee one week prior to the appraisal meeting. The appraisal form will also be used as the basis for probationary reviews.

8. At the appraisal meeting

The meeting should be held in a confidential environment that is free from interruption. The appraisal discussion will allow an opportunity for both the employee and Clerk/Councillor to reflect and comment on the previous year's agreed action plan. The meeting will set objectives for the forthcoming year, (aligned with council aims) and identify areas for development and improvement, (i.e. can improvements be made to the way tasks are carried out).

After discussion, the appraisee and appraiser should agree an action plan for the following year. This will take into account any issues of concern and support needed for the employee to do their job. It will consider training and development needs, planned qualifications, and career planning. Any training and qualifications suggested should be employee and council focussed and be correct for the role, development, and the priorities of Council.

After the appraisal meeting

Following the meeting, the appraiser will type up the appraisal form, the discussions and the actions agreed and forward to the employee to check for accuracy and agreement.

The Staffing Sub-committee and ARPC will receive a report stating that the appraisals have taken place along with any recommendations.