



## **Staff Appraisal Policy**

Policy adopted on	01 June 2020	
Reviewed and approved on	07 June 2021	

## **Dent with Cowgill Parish Council**

### **Appraisal Policy**

It is the policy of Dent with Cowgill Parish Council to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include steps to improve performance.

The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees. Once an employee's probationary period is complete, they must continue to have the opportunity to discuss their performance with their line manager, Chairperson and/or Vice-Chairperson. A full appraisal will take place annually in March so that objectives can be agreed in line with council objectives for the next 12 months. There will also be a mid-term review in September each year.

Objectives must be SMART (specific, measurable, achievable, relevant and time bound).

Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all. 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 development needs are identified and planned.

Performance reviews will be undertaken by the line manager, Chairperson and/or Vice-Chairperson.

Performance reviews will include the following key features:

- Agreement of the purpose of the process
- Joint review of performance evidence
- Discussion of achievements and concerns
- Review of job description Setting objectives
- Summary and agreement

It may focus on all aspects of the job description including:

- Quality of work, accuracy and detail motivation and ability to work under pressure
- Dependability and timekeeping
- Job knowledge
- Understanding of safety issues
- Knowledge of the Council
- Work planning and the effective use of time
- Problem solving and decision-making
- Flexibility, adaptability, initiative and innovation
- Communication and interpersonal skills
- Teamwork and/or leadership
- Discretion
- Business development
- Achievement of objectives and targets

Once the appraisal process has been concluded the appraiser will complete the Performance Appraisal Form, which is part of this policy document, to be placed on the employee's file and a copy produced for the full parish council to determine any adjustments to the employee's pay.