

TIDENHAM PARISH COUNCIL

STAFF APPRAISAL POLICY

There should be annual staff appraisals carried out using the form at Appendix (a) with the following objectives:

Assessment of past performance and the improvement of future performance

Assessment of future potential

Assessment of training and development needs

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

Members of staff should use the form to prepare for the Appraisal meeting and provide evidence of performance including copies of training certificates, qualifications attained during the appraisal period.

The Parish Council Clerk will carry out the staff's annual appraisal.

The Staffing Sub-Committee will carry out the Clerk's appraisal.

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

A report should be given to a full Tidenham Parish Council meeting stating that the appraisals have been carried out, along with any objectives for the forthcoming year and training requirements.

The appraisal form will also be used as the basis for probationary reviews. The appraisal form is at Appendix (a)

Adopted 6th March 2019 - Finance and Probity Committee Minutes 2018/2019 Page 4 Item 9 (d)

Reviewed and re-adopted Full Council December 2023 – Minute 2023/2024 Page 26 Item 18.

Staff Appraisal Policy - Appendix (a)

TIDENHAM PARISH COUNCIL - STAFF APPRAISAL FORM

Section 1: Employee to Complete this Section

*(Use your job description and previously agreed objectives to complete this section of the form.
Please review your job description to ensure continued relevance)*

Name:

Post:

Date Appointed to Current Job:

1. Performance Over the Review Year

1.1 How would you describe your overall performance in the past twelve months?

1.2 Which parts of your job have you performed most effectively?

1.3 Which parts of your job have not gone so well?

1.4 State any part of your job description that you are not doing.

1.5 State any areas of work which are not in your job description.

2. Your Skills and Expertise

2.1 What are your key strengths in your job?

2.2 What additional skills and expertise have you gained over the period?

2.3 Do you possess skills and strengths not fully used in your job?

3 Development Needs

3.1 What parts of your job do you find most difficult and why do you find them difficult?

3.2 Has a lack of a particular experience or skill affected your performance?

3.3 What additional training have you undertaken during the review period?

3.4 How effective has this training been?

3.5 What additional training or experience would now be of benefit to help you achieve future targets/objectives?

4 Objective/Target Setting

(Use your job description and any Council's aims and objectives to consider what you intend to achieve next year)

4.1 What potential individual objectives/targets do you want to discuss with your appraiser?

4.2 What potential objectives/targets have high priority?

4.3 Describe any particular help and/or support you feel you need to achieve your objectives/targets.

Section 2: Appraiser to Complete This Section

Name(s)

Date of Appraisal:

Period Covered From:

To:

*Consider what the employee has written in Section 1 and make your comments in this section. When you have completed the appraisal interview and agreed objectives, training and development plans the overall summary and plans for the following year should be summarised in **Section 3**. You should obtain the employee's comments and signature in **Section 4** and give the employee a copy of the full document for their records.*

- 1. Draft Objectives** *(although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives).*

1.

2

3

4.

5.

2. Comments

2.1 Comment on identified main achievements (*add anything else that was done particularly well*)

2.2 Comment on work or anything else which has not gone well

2.3 Comment on any tasks that should no longer be in the job description and any that should be included

2.4 Give your overall assessment of the employee's performance during the last twelve months (include strengths, weaknesses and any constraints to their work and the outcome of specific agreed objectives).

Section 3: Future Plans

(This section provides an opportunity to record objectives for the coming year, agree training/development plans)

- 1. Agreed Objectives** *(although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives).*

1.

2

3

4.

5.

2. Training/Development actions

Section 4: Employee Comments

(This section provides space for the employee to comment on the completed form and the appraisal process)

Signature of Appraisee _____

Signature(s) of Appraiser(s) _____

Date _____