

Edwinstowe Parish Council



Working to make a difference

Clerk – Alice Dunn

EMPLOYEE APPRAISAL AND REVIEW POLICY

Appraisals

The Council undertakes appraisals with all staff on an annual basis. The purpose of appraisals is to monitor and evaluate staff performance and development at an individual level as part of the Council's normal managerial function. The appraisal enables the Council to:

- Consistently and fairly measure individual performance in line with job roles.
- Focus staff performance on achieving the Council's objectives to deliver improvements and high-quality services to the local community.
- Encourage continuous improvement within the Council.
- Support staff in meeting their personal goals.

It is the Council's policy that each member of staff will attend an annual appraisal meeting to evaluate their performance and development, based on an exchange of views between the individual and their immediate manager. The Clerk's appraisal will be carried out by the Chair of HR or in their absence, the Vice Chair of HR and the other employees' appraisals will be carried out by the Clerk.

The appraisee may request a Parish Council colleague (councillor or employee) to attend and support them in their appraisal.

In order to ensure consistency and fairness, the Chair of HR has the responsibility to review the annual appraisal and six-monthly review reports carried out by Edwinstowe Parish Council in line with GDPR 2018.

At the end of the appraisal meeting, staff should have an agreed individual action plan (with targets and timescales), and where appropriate an individual training plan (with objectives and resources). The plans will be referred to as working documents throughout the year and will be updated accordingly during the six-monthly reviews.

The Appraisal System has been designed to meet the following specific objectives:

- To assist staff in understanding the contribution their role makes to the Council's performance in delivering high quality services to the local community.
- To ensure that staff have the opportunity to know what performance is expected of them at an individual level and to receive feedback.
- To ensure staff have clear targets aligned to their job role and performance, which are time bound and can be revised and updated as required.
- To ensure that staff are able to discuss training, development and support within their role, in order to fulfil their maximum potential.
- To assist staff in their involvement and participation in the Council's commitment to continuous improvement

PROCEDURE

Annual appraisals take place in October. Appraisals follow a standard format and a report is produced to reflect an accurate summary of the discussion.

New members of staff will be briefed on the appraisal system as part of their induction. Timings for appraisals and review meetings will be agreed and an interim action plan and a training plan will be completed during the probationary period.

At appraisal meetings, a standard reporting format is followed as the basis for discussion. The duties within the employee's job description will be thoroughly assessed. Individual achievements will be recognised and potential areas for development may be identified and addressed through planned training and/or supervision. The employee's training needs will be identified and agreed and included in an individual 'Training Plan'. Training undertaken in the year prior to each review meeting, as detailed in the employee's 'Training Record' will be evaluated to ascertain effectiveness and value.

The appraisal will highlight the Council's objectives to improve local facilities and provide a high standard of service to the community. These will be considered along with personal objectives and therefore provides the opportunity to agree individual objectives on a short-term and long-term basis.

Immediately after the meeting, the Clerk, or in the case of the Clerk the Chair of HR or in their absence the Vice-Chair of HR, will produce the summary report and the employee will receive a copy of the document to agree and sign. A copy will also be kept on the employee's personnel file for reference and future review meetings.

Six Monthly Reviews

All staff will attend six monthly 1:1 review with their line manager in April. The purpose of a six monthly review is:

- To enable the member of staff to discuss their role and any issues or barriers to fulfilling the role effectively
- To review progress on targets set at appraisal
- To enable the Clerk and the Parish Council to recognise achievements
- To identify and resolve barriers to achieving personal development targets
- To identify and respond to changes in aspects of the role that may require training.

Immediately after the meeting, the Clerk, or in the case of the Clerk the Chair of HR or in their absence, the Vice Chair of HR, will produce the summary report and the employee will receive a copy of the document to agree and sign. A copy will also be kept on the employee's personnel file for reference and future review meetings.

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