

## **CAVERSFIELD PARISH COUNCIL**

### **Staff Appraisal Policy**

Caversfield Parish Council has only one employee – the Parish Clerk.

It is the policy of the 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 our member of staff to have their performance reviewed.

It must include agreed steps to improve performance. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to the employee.

The employee must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager. 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 training needs are identified and planned.

Performance reviews will cover all aspects identified in their job descriptions. Assessment will focus on;

- quality of work, accuracy and detail motivation and ability to work under pressure;
- dependability & 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 targets.

Before any appraisal interview, the appraisers should gain perceptions of performance with observations from Councillors and, occasionally, from members of the public who have involvement with the Clerk.

Appraisals will be carried out by the Staffing Committee which will include the Chairman of the Council, the Vice Chairman and one other member.

The annual appraisal meeting should take place during October / November each year to inform the budget setting process. Interim reviews should be undertaken during the year to review the progress on set objectives, or if there is a substantial change in objectives. These reviews should be an informal process.

A new Clerk will initially be subject to a six month period of probation during which performance reviews will be undertaken after 1 month, 3 months and 6 months.

After the appraisal meeting, the Staffing Committee Chairman will be responsible for writing up the appraisal report which will record the discussions that took place at the meeting. The completed report will be given to the member of staff to read, add their comments and return. All signed reports will be kept in the individual's personnel file.

During the year, it is the responsibility of the individual to use their appraisal record as a working document and record any changes to their agreed objectives. Records should also be kept of any relevant training and development undertaken during the year.

Completed appraisal reports will be one of the mechanisms considered by Caversfield Parish Council when determining whether a salary increase should be awarded.

Adopted at a Parish Council meeting on 15 November 2017

To be reviewed in two years or sooner if legislation changes.