

# **Dersingham Parish Council**

## **Staff Appraisal Policy**

To maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and to provide an opportunity for staff to have their performance reviewed.

The appraisal will include agreed steps to improve performance. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction for staff.

Employees must be regularly advised (every 6 months) as to how they are doing and also to have the opportunity to discuss their performance. Opportunities for continuing professional development shall be ensured.

An appraisal interview shall discuss and agree objectives for the following 6 months as well as reviewing performance to date. It will also identify and plan training needs.

The purpose of the interview will be to:

- review previous objectives and discuss actual performance,
- explore the factors that affected performance,
- agree future objectives, targets should be achievable and realistic
- identify and plan training needs

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

- Quality of work, accuracy and detail, motivation and ability to work well under pressure
- Dependability and timekeeping
- Understanding of safety issues
- Knowledge of the job
- Knowledge of the Council
- Work planning and effective use of time
- Problem solving and decision making
- Flexibility, adaptability and initiative
- Communication and interpersonal skills
- Teamwork
- Discretion
- 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 staff.

Appraisals will be carried by the Chairman and one other member of the staffing committee.

The annual appraisal will take place in October/November each year. It will include:

- a review of previous objectives and discuss individuals actual performance;
- explore any factors that affected performance;
- agree future objectives,
- set targets will be achievable and realistic;
- identify training needs.

Six monthly reviews will take place in March/April to review progress on set objectives. After the meeting the Chairman will write up the appraisal report, which will record the discussions that took place. The completed report will be passed to each member of staff to read, add their comments and return. All signed reports will be kept in the individuals 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 training undertaken during the year.

Adopted by Full Council 26<sup>th</sup> June 2023