

Staff Appraisal Policy and Procedure

This policy is supplemental to, and does not in any way override, the Parish Council Standing Orders and/or Financial Regulations.

This policy was adopted by the full parish council at its meeting on 20 May 2024 (minute 24.8.3)

This policy will be reviewed annually.

1. Introduction

- 1.1 This policy sets out why and how the council will conduct staff appraisals.
- 1.2 It also outlines how the policy and procedure will be reviewed.

2. Scope of the Policy

- 2.1 The policy applies to all contracted members of staff.
- 2.2 The policy sets out the requirements for councillor participation in the process.

3. Legal framework

- 3.1 There is no legal requirement for an employer to have a staff appraisal policy, but it is recognised that it is good practice to offer a process of appraisal.
- 3.2 The Employment Contract offered by the Parish Council includes a statement that an employee will receive an annual appraisal.
- 3.3 The Parish Council, in its duty as a responsible employer, values the appraisal process as an important element in its relationship with its employees.

4. Dissemination and Training

- 4.1 The policy will be available on the council's website.
- 4.2 The policy will be available to any person who requests a copy from the Clerk.
- 4.4. The policy is a publicly available document.
- 4.5 Training opportunities for appraisers and those being appraised will be highlighted by the Clerk.
- 4.6 Appraisers will have relevant background knowledge in the practical application of an appraisal process or will be open to receiving training.

5. Monitoring and Review

- 5.1 The Staffing Committee is responsible for reviewing the Staff Appraisal Policy. The Clerk will advise the Staffing Committee if there are any legislation or guideline changes which will have an

impact on the policy, or otherwise ensure that the committee reviews the policy annually, or following its use. Amendments to the policy will be recommended for resolution by full council.

5.2 The supporting materials, being the conversation framework form and the report framework form will be monitored and reviewed by both employees and members of the Staffing Committee, who will jointly agree any amendments to the documents.

6. The Process

6.1 The Purpose of Staff Appraisal

6.1.1 Employees are key, both in terms of financial resourcing, and as the actors implementing the decisions being taken by the council.

6.1.2 Staff Appraisal is a process through which the council can monitor, review and revise how its decisions are being translated into actions.

6.1.3 As a responsible employer, the council also has a duty to its employees and Staff Appraisal is a collaborative opportunity to review roles and responsibilities, celebrate successes and plan for the future.

6.2. The Procedure for Staff Appraisal

Who is appraised and how often

6.2.1 All employees will take part in a formal Appraisal Conversation at least annually.

Parties to the Appraisal Process

Councillors

6.2.2 At a meeting of the Staffing Committee members will be appointed to form an Appraisal Panel.

The clerk

6.2.3 The clerk will have an Appraisal Conversation with two councillors.

Other employees

6.2.4 The clerk, as line manager, has delegated authority to undertake the Appraisal process of other employees. The clerk will provide a summary report on the Appraisal to full council. Employees may also request to speak with a councillor as part of the process.

6.2.5 Employees will be able to request that the clerk or any councillor is substituted by another.

What needs to be done and when

6.2.6 The Staffing Committee will resolve during its meeting that the Appraisal Process is scheduled and will ask its members to volunteer to offer their services to the process.

6.2.7 Mutually agreeable dates between the parties to the Appraisal Conversation will be notified as soon as practicable following the resolution.

Preparation for the Appraisal Conversation

6.2.8 Parties involved in the Appraisal Conversation will be provided with copies of the relevant job descriptions, a conversation framework form and a report framework form at least two weeks before the date of the Appraisal Conversation.

6.2.9 The Conversation Framework form will help to focus on important information that each party wants to convey during the conversation. It is an informal document and will not be retained, but its content may form part of the formal recording of the meeting.

The Appraisal Conversation

6.2.10 The conversation will take place at Elton Community Centre unless another venue is identified by any of the parties as more suitable. Only those parties who are taking part in the conversation will be present. The conversation is private and confidential.

6.2.11 The conversation will be guided by the structure of the Conversation Framework form. This will ensure that during the conversation important points are not missed, but it is not rigid and the conversation may go off at a tangent from time to time.

6.2.12 Anyone present can make notes during the conversation to be considered for inclusion in the final report, or alternatively, make a request for confidentiality on anything discussed that will not have a direct bearing on any decisions to be made. Any points that will lead to decision-making should be included.

After the Conversation

6.2.13 The notes taken during the conversation will be presented as a report and all parties will then be able to review the report and agree its content, with the final version signed to indicate agreement with the contents. A copy of the signed report will be placed on file and a copy given to the member of staff.

6.2.14 The report will record the decisions and actions that have been agreed, and any other content that has been requested by those party to the conversation. Areas which have been agreed as the focus for the year will be listed as objectives and these will help to form the basis of the following year's conversation.

6.2.15 A summary of the contents of the report will be presented to full council during a session that excludes the public, to inform them of progress and to allow discussion of any recommendations. Recommendations, including any expenditure, must be formally agreed by the full council.

The follow-up

6.2.16 The report will be referred to, reviewed and adjusted as a result of day-to-day conversations. It is a working document and will not just be filed away and only referred to the following year.

6.2.17 If any actions have been recommended, they will be implemented within a reasonable timeframe following their agreement by full council. Examples of actions might be a change to a job description, a change of working hours or a method of working.

6.2.18 If any additional resources have been recommended, these will be implemented within a reasonable timeframe following their agreement by full council. Examples of additional resources might be new equipment or attendance at a training course.

6.3 What the Appraisal Process will not cover

6.3.1 The Appraisal Process is not linked to pay grades. Cost of living increases are applied when they are advised.

6.3.2 The process is not about rating or scoring job performance. Day-to-day conversations with the line manager are the most appropriate way to review performance and highlight any issues which need to be addressed.

6.3.3 The Appraisal Conversation is not an appropriate place for introducing grievances or disciplinary procedures and there should be no new or surprising content from employees or the employer.

6.3.4 There are a number of other policies which may be more appropriate to follow if a matter is serious, such as the **Complaints Policy, Discipline and Grievance Policy, Health and Safety at Work Policy or the Whistleblowers Policy.**

Author	Review Date	Date of Adoption	Minute reference
Lara Jacob			

Staff Appraisal Conversation Framework

The purpose of this framework is to provide you with a way of reviewing your role at Elton Parish Council through an appraisal conversation. The conversation will consider how you feel about your role, how you are performing the duties in your job description and how your role can develop in the future. You can also consider any resources which will help you to deliver aspects of your role even better, such as equipment, training or alternative work methods.

This document will remain in your ownership. You may wish to make notes or use the prompts to help you think about what you want to say during the appraisal conversation.

It will help you if you have a copy of your job description, and last year's objectives to hand when you are preparing for your conversation.

1. 1.1 Your role – looking back

Thinking about your job description – are there any areas that need updating to reflect the job you have been doing over the past year?

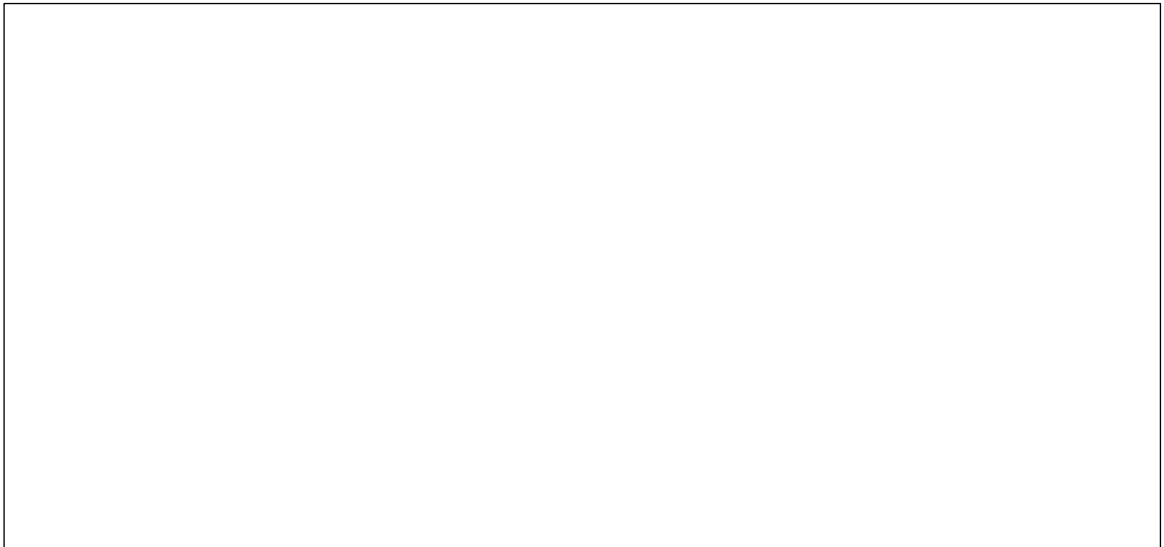
1.2 Thinking about the Annual Action Plan – are there any areas where you feel your role has enabled you to make significant progress or contributions?

1.3 Thinking about your objectives – are there any that you particularly want to highlight? Are there areas where you could not make an impact and why was this?

2. The future

2.1 Can you identify between three and five objectives that you would like to aim for in the coming year?

2.2 Are there any skills which you have that are not being used to full potential in your role? What would help to unlock this potential?

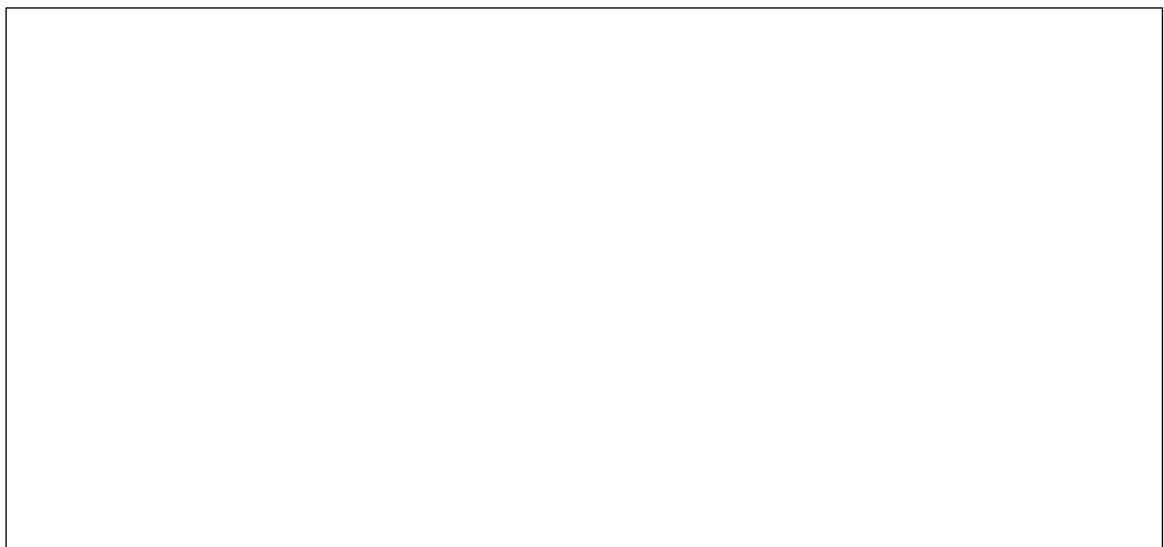


3. Resources

3.1 Are there any training courses which you feel would be beneficial to attend?

3.2 Do you need any equipment to help you carry out your role more efficiently or effectively?

3.3 Are there any work methods which you would like to change so that you are more able to achieve results?



4. Additional information

Is there anything else which you would like to mention or discuss?

The appraisal conversation is Private and Confidential.

Notes will be jotted down by the appraisers to help with remembering what was said and the appraiser will write a report of the conversation, share it with you and agree its content with you.

You can also take your own notes during the conversation – there is a note-taking framework to help organise notes.

Once the content of the report is agreed, a copy will be kept on your personnel file and a copy will be given to you. The report will contain any agreements made with regard to objectives, training, equipment, any other resources or changes to work patterns or methods.



ELTON
PARISH COUNCIL

Staff Appraisal Report

Name of officer:

Job Title:

Appraisers:

Date of appraisal conversation:

The job description was reviewed:

The objectives were reviewed:

The future direction of the job role was discussed:

The following objectives for the next appraisal period were agreed:

Resources were discussed:

Additional comments by member of staff:

Additional comments by appraiser:

Considerations to be brought to full council:

I agree that the content of this report is a representation of those matters discussed and to which agreement of their written recording is made:

Signature of appraisee: _____

Date: _____

Signature of appraiser: _____

Date: _____

Signature of appraiser: _____

Date: _____