

Cantley Parish Council

Staff Appraisal Policy

There should be an annual staff appraisal with the following objectives:

- a) Assessment of past performance and the improvement of future performance
- b) Assessment of future potential
- c) Assessment of training and development needs.

Appraisals should be a light touch appraisal with an agenda that would compare performance with job description.

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 will appoint two Parish Councillors to carry out the Parish Clerk's annual appraisal prior to the November meeting.

A report should be given to the full Parish Council stating that the appraisal has been carried out, along with any recommendations. The appraisal form is at Appendix A.

Appendix A – ANNUAL STAFF APPRAISAL FORM

NAME OF EMPLOYEE

POST HELD

DATE OF APPOINTMENT

REPORT FOR PERIOD

Current Job

Purpose of Job

Description of duties

Targets

DETAILED ASSESSMENT OF PERFORMANCE OF DUTIES

Markings

- a) Well above the performance expected
- b) Consistently above the acceptable standard of the grade
- c) Generally achieves the acceptable standard of the grade.
- d) Meets all the requirements of the job
- e) Not quite up to an acceptable standard, shows some general weaknesses
- f) Consistently below the acceptable standard
- g) Performance well below the expected level

1	Knowledge of Duties	A	B	C	D	E	F
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(Comments)

2	Quality of Work	A	B	C	D	E	F
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(Comments)

3	Relations With Others	A	B	C	D	E	F
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(Comments)

4	Communication Skills	A	B	C	D	E	F
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(Comments)

5	Manual / Numeric / Operational Skills	A	B	C	D	E	F
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(Comments)

ATTENDANCE and any specific factors affecting overall performance

Training and Qualifications achieved in the reporting period

OVERALL ASSESSMENT Acceptable / Not Acceptable
Strengths

Weaknesses

Interests and career aspirations

Comments (include here any out of line potential)

Signature of Appraiser(s):

Position Held:

Date:

ACTION PLAN

Including action to be taken to improve performance on current job and specific development and training action by:

I have been offered the facility to see this report and I agree
Appraiser signature

March 2021

Next review: September 2023