

Donington with Boscobel Parish Council

STAFF APPRAISAL POLICY

Date Policy Adopted: April 2021	Date of Next Review: April 2024
	Review frequency: Triennially
Number of Pages: 1	Review by: Clerk / Chairman

There should be annual staff appraisals with the following objectives:

- Assessment of past performance and the improvement of future performance
- Assessment of future potential
- 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, eg 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 Clerk should appraise any staff members (as at September 2016 there are none).

The Parish Council will appoint two Parish Councillors to carry out the Parish Clerk's annual appraisal on the anniversary of appointment.

The appraisal reports should be signed and agreed by both parties and filed in the staff files.

A report should be given to the full Parish Council (or staffing-related committee if there is one) stating that the appraisals have been carried out, along with any recommendations.

The appraisal form will also be used as the basis for probationary reviews.

The appraisal form is at Appendix A.

Appendix A– ANNUAL STAFF APPRAISAL FORM

Donington with Boscobel Parish Council

**STAFF ANNUAL appraisal
Confidential when complete**

Name

Position

Date

General

The council's Annual Review is designed to promote both the development needs of the Council and your own in the context of reviewing your past priorities and achievements. In addition, it allows you to consider obstacles to success and helps you to find ways of removing them.

The Objectives for the Scheme are:

- To enhance the quality of service delivery and overall development of the Council through encouraging each person to achieve the mutually agreed priorities.
- To identify and provide the support that enables everyone to achieve those priorities and at the same time gain satisfaction in the work.

To the post holder

Please review your current job description, and objectives and comment on the achievements you feel you have made this year, and the problems that have occurred. Note any significant departures from the job description as written, and why this has occurred, together with any impact that it has had on attainment of your priorities.

Indicate where you feel that there are opportunity areas for developing your job and role with an explanation of the benefits to the Council as well as likely costs.

Where you identify either a resource, support or knowledge-base issue as producing reasons for not achieving your priorities, be quite open and honest. In that way the Council can best consider how to offer the support that may be needed, or restructure the job.

To the Appraiser/ Line Manager

Consider carefully what has been written and be prepared to explore fully any issues that have been raised, as well as those you wish to raise independently. Give adequate time for discussion.

Section 1

To be completed by the post holder. Look at the most important aspects of your job description and note what the objectives and priorities were for the year. How did it go?

Job description item	Objectives and priorities	What did you achieve?	What problems did you have?

In brief: - Consider your role.

Do you feel that the job description adequately describes the job? Yes / No

What would you add or remove?

- Additions Yes/No : _____
- Deletions Yes/No : _____

Do you understand how your role contributes to meeting the council's objectives? Yes / No

What do you believe your objectives and priorities should be for the coming year?

- _____
- _____
- _____
- _____

What if any help (e.g. training) do you feel you need to achieve them?

- _____
- _____

Section 2

To be completed by the Appraiser/ line manager

Consider what the employee has written in Section-1 and make your own comments. Concentrate on areas where there are difficulties or disappointment noted, or where there is a specific wish to receive support in some form. The objectives should cover key aspects of the post holder's job. They should have direct relevance to the Society's aims and objectives for the next year.

Comment here on the overall performance. How did it go from the council's viewpoint? Do you agree with the assessment of achievements and problems? Are there any other areas, which you would like to discuss?

Do you agree with the proposed list of Objectives and Priorities? Are there any, which you believe should be added or removed?

- _____
- _____

Section 3

To be completed by the line manager and post holder following the review meeting

1. We have reviewed the past year and agreed a set of objectives and priorities for the coming year.
2. We ~~have~~ have not revised the job description.
3. We have / ~~have not~~ agreed a plan of other development actions including training.
4. The post holder has / ~~has not~~ made additional comments.
5. The line manager has / ~~has not~~ made additional comments.

Signature of Post Holder.....

Signature of Interviewer.....

Signature of Interviewer.....

Date

Donington with Boscobel Parish Council
STAFF APPRAISAL FORM

Section 1: Employee to Complete this Section

(Use your job description and previously agreed objectives to complete this section of the form. Please review your job description to ensure continued relevance)

Name:

Post:

Date Appointed to Current Job:

Performance Over the Review Year

1. How would you describe your overall performance in the past twelve months?

- _____
- _____
- _____

2. Which parts of your job have you performed most effectively?

- _____
- _____
- _____

3. Which parts of your job have not gone so well?

- _____
- _____
- _____

4. State any part of your job description that you are not doing.

- _____
- _____
- _____

5. State any areas of work, which are not in your job description.

- _____
- _____
- _____

Your Skills and Expertise

1. What are your key strengths in your job?

- _____
- _____
- _____

2. What additional skills and expertise have you gained over the period?

- _____
- _____
- _____

3. Do you possess skills and strengths not fully used in your job?

- _____
- _____
- _____

Development Needs

1. What parts of your job do you find most difficult and why do you find them difficult?

- _____
- _____
- _____

2. Has a lack of a particular experience or skill affected your performance?

- _____
- _____
- _____

3. What additional training have you undertaken during the review period?

- _____
- _____
- _____

4. How effective has this training been?

- _____
- _____
- _____

5. What additional training or experience would now be of benefit to help you achieve future targets/objectives?

- _____
- _____
- _____

Objective/Target Setting

(Use your job description and any Council's aims and objectives to consider what you intend to achieve next year)

1. What potential individual objectives/targets do you want to discuss with your appraiser?

- _____
- _____
- _____

2. What potential objectives/targets have high priority?

- _____
- _____
- _____

3. Describe any particular help and/or support you feel you need to achieve your objectives/targets.

- _____
- _____
- _____

Section 2: Appraiser to Complete This Section

Appraiser Name(s)

Date of Appraisal:

Period Covered From: _____ **To:** _____

Consider what the employee has written in Section 1 and make comments in this section (**Section 2**). When you have completed the appraisal interview and agreed objectives, training and development plans the overall summary and plans for the following year should be summarised in **Section 3**. You should obtain the employee's comments and signature in **Section 4** and give the employee a copy of the full document for their records.

1. Agreed Objectives (although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives).

- _____
- _____
- _____
- _____

2. Comments

2.1 Comment on identified main achievements (add anything else that was done particularly well)

- _____
- _____
- _____
- _____

2.2 Comment on work or anything else which has not gone well

- _____
- _____
- _____
- _____

2.3 Comment on any tasks that should no longer be in the job description and any that should be included

- _____
- _____
- _____
- _____

2.4 Give your overall assessment of the employee's performance during the last twelve months (include strengths, weaknesses and any constraints to their work and the outcome of specific agreed objectives).

- _____
- _____
- _____
- _____

Section 3: Future Plans

(this section provides an opportunity to record objectives for the coming year, agree training/development plans)

1. Agreed Objectives (although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives).

- _____
- _____
- _____
- _____

2. Training/Development actions

- _____

- _____
- _____
- _____

Section 4: Employee Comments

(This section provides space for the employee to comment on the completed form and the appraisal process)

Signature of Appraisee _____

Signature of Appraiser _____

Signature of Appraiser _____

Date