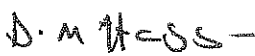


Congresbury Parish Council

APPRAISAL POLICY

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| Date of adoption by Parish Council | 12 September 2016 | Next review date | September 2018 |
| Signature of Chairman of Parish Council |  | Policy reference | POL-026 |

1. Introduction

Congresbury Parish Council is committed to maximising individual performance and potential and will provide the necessary feedback, support and training to ensure that high standards of performance are maintained throughout the organisation. Appraisal meetings are an opportunity for people to seek and receive high quality, responsive and balanced feedback on their work performance from their manager. It is also an opportunity to identify and plan for future individual learning and development needs.

2. Purpose of appraisal

The main purposes of an appraisal interview are to:

- Discuss positive achievements over the past 12 months and/or during probation period. To identify reasons for good performance
- Discuss instances where targets have not been met, jointly identifying factors preventing those goals being achieved.
- Agree standards of performance and behaviour by setting objectives, priorities and targets that are realistic and achievable.
- Provide a formal written record of performance and evidence of key objectives planned for the future.
- Encourage individuals to develop their skills and competencies through a planned approach to personal development and training, supported by the organisation.
- Discuss any training, personal or professional development needs and agree a Performance Plan to ensure that set objectives can be met and high levels of performance maintained.

3. Appraisal arrangements

The arrangements for Congresbury Parish Council are as follows:

Parish Clerk – The appraisal will be carried out by the Chair of the Parish Council in with another member of the Staffing and Administration Committee (preferably the Chair).

The Clerk is the line manager for the RFO and therefore is responsible for undertaking this appraisal. Feedback should be sought from the Chair of Council, Chair of Finance and Chair of Staffing and Administrative Committees for input into the appraisal process.

The Chair of the Staffing and Administration Committee is responsible for reviewing all appraisal reports and providing a verbal update to the Committee on any recommendations and set objectives.

4. The appraisal cycle

The annual appraisal meeting should take place during October/November of 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 carried out by the line manager.

New employees will initially be subject to a 6 month period of probation, during which performance reviews will be undertaken after 1 month, 3 months and 6 months.

5. The appraisal meeting

The appraisal interview should be a two way discussion based on the comments added by the member of staff on the form. This should be completed and circulated a week before the appraisal date. The meeting should:

1. Review: previous objectives & discuss individual's actual performance. Both parties should concentrate on established facts rather than on unsubstantiated opinions. Review the individual's previous objectives and the degree to which these have been met.
2. Explore: what factors affected individual performance examining both internal and external constraints and issues.
3. Agree: future performance objectives and identify any support and development plans for the future. Targets set should be achievable and realistic in light of available resources including time.
4. Plan: identify training and development needs and plan for implementation including costs and timescales.

After the appraisal meeting, the appraisal team/manager will then be responsible for writing up the appraisal form, recording the discussions that took place at the meeting. The completed form will be given to the member of staff to read, add their comments and return. The appraisal form will then be passed to the Chair of the Staffing and Administration Committee for review, addition of any comments and then signing. All signed appraisal forms will be kept in the individual's personal 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.

6. Implications for Pay

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