



# **ECCLESFIELD PARISH COUNCIL**

*Serving the Community since 1894*

## **PERFORMANCE APPRAISAL POLICY**

### **Appraisal Policy**

Ecclesfield Parish Council is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the Council to achieve its objectives.

The performance appraisal policy supports the performance appraisal scheme. The scheme is a formal process centred on an annual meeting of each employee and their line manager to discuss their work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organisational goals and objectives.

### **Core Principles of the Appraisal Policy**

1. The appraisal process aims to improve the effectiveness of the Council by contributing to achieving a well motivated and competent workforce.
2. Appraisal is an ongoing process with an annual formal meeting to review progress.
3. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the organisation are being met, and will be met in the next year.
4. The appraisal discussion will review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each member of staff.
5. All employees who have completed their probationary period are required to participate in the appraisal process.
6. The appraisal process will be used to identify the individual's development needs and support the objectives of the Council's Training Policy.

7. The appraisal process will provide the Council with valuable data to assist in succession planning.
8. The appraisal process will be a fair and equitable process in line with the Council's Equality Policy.

## **Performance Appraisal Implementation**

Performance appraisal discussions will be held over a designated 2 week period on an annual basis. These will normally take place in October or November especially so that the outcomes can inform the Council's budget process. In exceptional circumstances they can take place a different time.

They will be arranged by the employee's designated line manager. Line managers are encouraged to provide the opportunity for an additional 6-month verbal appraisal review, mid-year and other informal reviews as necessary throughout the year.

The discussion will be held in private. Information shared during the appraisal will be shared only with the Staffing Committee of the Council; confidentiality of appraisal will be respected.

The appraiser (usually the employee's line manager) or in the case of the Clerk a member of the Council, appointed by the Staffing Committee, will be expected to have successfully completed appraiser training, for which training will be provided by the Council, and to be familiar with the employee's work.

All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.

A time and venue for the discussion will be advised at least one week before the meeting takes place.

## **The Appraisal Discussion**

The appraisal discussion will allow an opportunity for both the employee, and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in their role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.

The discussion should be a positive dialogue and will focus on assisting the employee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.

The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that they do not agree.

The appraisee and line manager should agree on a Personal Development Plan for the appraisee for the following year. This will reflect the employee's aspirations and the Council's requirements and should align personal and Council goals. The Council and the line manager will support the individual to achieve these goals during the forthcoming year. Targets will be set for the member of staff to work towards by the appraiser.

Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

**Approved by Council January 2021**

**Review date January 2023**