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Staff Appraisal Policy

1. Introduction

- 1.1 This procedure reflects the aims of the Parish Council to provide a framework through which the appraising Chairman of the Personnel Committee (appraiser), and the employee (appraise), maximise achievements, output, quality of work and effectiveness.
- 1.2 This policy applies to all employees of the Parish Council.

2. Aims

- 2.1 Appraisals are essential for the effective management and evaluation of staff. Appraisals help develop individuals, improve organisational performance and feed into strategic planning.
- 2.2 Annual performance appraisals enable management and monitoring of standards, agreeing expectations and objectives, delegation or responsibilities and tasks, and career and succession planning – for individuals and the Council as a whole.
- 2.3 Performance appraisals are also important for staff motivation, attitude, and behaviour development, communication and aligning individuals and Council aims, and fostering positive relationships between employer and employee.
- 2.4 Performance appraisals form part of the performance management of employees. This is crucial in this system in ensuring that employees understand what is expected of them.

3. Process

- 3.1 Formal performance appraisals are conducted annually for all staff employed by the Parish Council, usually in February. However, this does not preclude further meetings throughout the year to review progress. (In accordance with the Personnel Committee Terms of Reference).
- 3.2 The Personnel Committee appraises each member of staff individually.
- 3.3 In order to be effective, it is important that both the appraise and appraiser are comfortable with and have bought in to the appraisal process and purpose.
- 3.4 Technical and HR training may be sought and where necessary made available to aforementioned councillors to ensure they have good understanding with what is expected from them and their responsibility as an appraiser.
- 3.5 Each member of staff will complete a pre-appraisal form and submit this to the Chairman of the Personnel Committee by a pre-agreed time.
- 3.6 The Parish Clerk will call a Personnel Committee meeting; publish an agenda, minutes etc to arrange a Personnel Committee meeting at a suitable time and date in a room free from distractions. The meeting will take the form of a free-flowing conversation during which a range of views can be exchanged.
- 3.7 It is anticipated that the following will be discussed as a minimum:
 - Review past 12 months performance and previous appraisal goals and objective:
 - Discuss the information gathered in the self-appraisal form:

- Agree and set future goals and objectives.

- 3.8 After the meeting, the appraiser completes a post-appraisal form which is to be given to the appraisee within 14 working days of the meeting. The appraiser reviews and signs the post-appraisal form, retaining one copy while the other is attached to their employee personal file.

4. Report

- 4.1 After all appraisals have been carried out, the Parish Clerk will submit a copy of the Personnel Committee meeting minutes to all Parish Councillors and publish on the website and noticeboard, to be approved at the next Parish Council meeting.
- 4.2 Confidentiality will be respected, and the minutes will seek only to summarise matters. The pre-appraisal and post-appraisal form will not be submitted as part of the minutes to the Parish Council.

5. Guidance for the appraiser

- 5.1 Where it has been agreed that the appraisal should concentrate on specific aspects of the employee's job, information collection should likewise concentrate on those aspects.
- 5.2 Appraisers should act with sensitivity to all concerned and should not exhibit any bias in collecting information.
- 5.3 General comments should be supported by specific examples.
- 5.4 Interviews for the purpose of information collection should be held on a one to one basis.
- 5.5 Any information received anonymously should not be used.
- 5.6 Information, which does not relate to the professional performance of a member of staff should not be sought or accepted.
- 5.7 Those giving information should be encouraged to make fair and considered comments, which they are prepared to acknowledge and to substantiate if required.
- 5.8 Any written submissions should remain confidential to the author.
- 5.9 The substance of grievance or disciplinary proceedings should never be used in the appraisal process.

Adopted

Date 18th August 2025

Minute reference 25/161 Item 4

SignedChairman

Review Date: May 2026