



Appraisal Policy

Introduction

Aldingbourne Parish Council is committed to supporting and developing all members of its staff in order that they can perform and reach full potential in their roles.

The Council believes that an important part of this commitment involves having a clear appraisal process in place. The process will ensure good communication between employer, managers and employees as well as helping improve the quality of working relationships, staff motivation, job satisfaction and personal development.

What are appraisals?

ACAS defines an “appraisal” as “an opportunity to take an overall view of work content, loads and volume, to look back on what has been achieved during the reporting period and agree objectives for the next.”

When do appraisals take place?

The formal annual appraisal interview will take place in September, however, any exceptional performance or issues relating to an employee’s role will be dealt with earlier and, if appropriate, in the normal course of daily management.

Appraisal arrangements

The Chairman and Vice Chairman of the Staffing committee will undertake the appraisal interview of the Clerk.

The Chairman of the Staffing committee and Clerk will undertake the appraisal interviews of the Assistant Clerk.

Those nominated to undertake the interview must be open, fair and impartial (instead of inded and have no existing issues) in their approach to the appraisal of staff members. In addition, those nominated must be suitably trained prior to the interview. In the event of the aforementioned criteria not being met, the Staffing committee will seek the appointment of an alternative representative to undertake the appraisal interviews.

Each staff member will be sent an invitation, along with a copy of the appraisal form, for their interview at least five working days in advance. The appraisal will take place at a venue where any interruption or disturbance is at a minimum

Appraisal process

The appraisal interview will include:

- Comparison with the job description and the current role carried out by the employee;
- Review of the action points and objectives from the previous appraisal;
- Consideration of the employee's performance over the past year;
- Ascertaining any training and development needs of the employee;
- Identifying development actions points;
- Setting new SMART (Specific, Measurable, Achievable, Realistic and Timebound) objectives; and
- Recording any agreed action points and objectives.

A written record of the interview will be kept in the form of a completed appraisal form.

The completed appraisal form will be signed by those nominated to carry out the interview and by the staff member.

If the staff member is dissatisfied with the appraisal, he/she should express his/herr concerns in writing for consideration by the Staffing committee.

Appraisal conclusion

Once the appraisal interview has taken place, the outcome together with any action points, objectives and training requests will be reported to Staffing committee. The Staffing committee will consider the report and if necessary make recommendations to Full Council.

The completed appraisal form will be placed on a staff member's personnel file for future reference. Any Reward Reviews may provide for salary increments and

bonuses and will be assessed against a staff member's performance. Is this something they have?

Such a reward review award will be considered by the Staffing committee at the same time as the appraisal report. Any decision made in respect thereof will be reported to individual staff members and reported to Full Council for approval .