



Treverbyn Parish Council - Staff Appraisal Policy

Purpose of the Policy

This Staff Appraisal Policy outlines the principles and procedures for conducting annual appraisals for all employees of Treverbyn Parish Council. The aim is to foster personal development, improve performance, and ensure alignment with the Council's goals and objectives.

Scope

This policy applies to all staff employed by Treverbyn Parish Council. It excludes contractors and volunteers unless explicitly included in a specific agreement.

Objectives

The staff appraisal process is designed to:

- Review and assess individual performance against agreed objectives.
- Identify achievements and areas for improvement.
- Provide constructive feedback and recognition.
- Provide opportunity for staff to raise any concerns.
- Establish clear objectives and training needs for the forthcoming year.
- Promote open communication between staff and their line manager or appraiser.

Principles

Treverbyn Parish Council is committed to ensuring that the appraisal process is:

- Fair and Transparent: All staff will be treated equitably and consistently.
- Confidential: Discussions and documentation will remain confidential, shared only with relevant personnel.
- Development-Oriented: The focus will be on supporting and enabling personal and professional growth.

- Two-Way: The appraisal will provide an opportunity for staff to share their views and feedback about their role and the Council.

Frequency of Appraisals

Staff appraisals will be conducted annually, typically in the first quarter of the calendar year. Interim reviews may be arranged if necessary to monitor progress or address concerns.

Appraisal Process

1) Pre-Appraisal Preparation:

- Employees will be provided with an appraisal form in advance to reflect on their performance, achievements, challenges, and training needs.
- Appraisal of the Parish Clerk will be conducted by the Council Chair and Chair of the Staffing Committee. (Where this is the same councillor then the Deputy Chair of the Council will attend)
- Appraisals for all other staff will be conducted by the Parish Clerk and one other councillor – usually the Chair of the Staffing Committee.
- The appraisers will also prepare by reviewing the employee's job description, previous appraisal records, and performance during the year.

2) Appraisal Meeting:

The appraisal meeting will:

- Review the employee's performance against agreed objectives.
- Discuss achievements and challenges over the past year.
- Provide constructive feedback and recognition of good work.
- Identify areas for development and agree on support or training requirements.
- Set clear and measurable objectives for the upcoming year.
- Discuss any concerns or issues raised by the employee.

3) Documentation:

A written summary of the appraisal will be prepared, including agreed objectives, training needs, and any other relevant points discussed.

Both the appraiser and the employee will sign the appraisal form to confirm agreement. A copy will be given to the employee, and the original will be retained securely by the Clerk.

Roles and Responsibilities

The Council: Ensures that the appraisal process is carried out fairly and consistently.

Staff will be given a minimum of 7 day's notice of their appraisal and provided with a feedback form to be completed and returned to the appraiser no less than 48 hours before the meeting.

Line Managers/Appraisers: Conduct appraisals in accordance with this policy, providing constructive feedback and support.

Employees: Participate actively and honestly in the appraisal process, taking ownership of their development and performance.

The Clerk: Oversees the appraisal process, ensuring compliance with this policy and addressing any concerns raised.

Training and Development

Training and development opportunities identified during the appraisal will be prioritised based on the Council's resources and strategic goals. Employees are encouraged to take ownership of their development and seek relevant opportunities.

Addressing Disagreements

If an employee disagrees with the outcome of their appraisal, they should raise their concerns with the appraiser in the first instance. If the matter cannot be resolved informally, the employee may follow the Council's Grievance Procedure.

Monitoring and Review

The Staff Appraisal Policy will be reviewed annually by the Council to ensure it remains effective and relevant. Any amendments will be communicated to all staff.

Confidentiality

All appraisal records will be treated as confidential and stored securely in compliance with data protection regulations.

Adopted at the Full Council Meeting, held on 25th February 2025