

Wiggenhall St Germans Parish Council

Staff Appraisal Policy & Procedure

Adopted May 2020

Reviewed Jan 2024

Aim The purpose of an appraisal scheme is to provide an opportunity for staff (the clerk) and a member of the Parish Council to discuss performance against set objectives and examine the personal development of staff within the organisation.

In addition, by auditing the strengths and areas for development in the role suggestions for improvement can be made to the Parish Council. The appraisal scheme is designed to be a developmental tool and shouldn't be judgemental; in this respect the performance appraisal is only a part of a salary review process¹.

Continuing Professional Development (CPD) Training and development needs of staff identified outside of the appraisal process are to be included in the appraisal. The staff member is to review their CPD log and include relevant information updates on achievements and progress. New training needs identified in the setting of objective or performance are to be annotated and the clerk is to identify suitable training.

Objectives Objectives set are not limited but should be SMART (Specific, Measurable, Achievable, Relevant and Time-bound), they may extend over more than the next appraisal period.

Process

- The Clerk initiates the annual appraisal² in September by completing the form at Annex A and sending it to the Chairman with objectives updated and suggested future objectives to be set.
- The Chairman should consult with a minimum of 2 Councillors, as an HR working group of 3 Councillors (if the Chairman does not feel it appropriate to be part of the HR working group a 3rd Cllr should be selected and one of them will chair the HR working group) to assess performance and make recommendations for development and objectives.
- The Chairman of the HR working group should then send the form to the staff member with their appraisal comments completed and the proposed future objectives with comments on the objectives set by the staff member.
- The Chairman is to arrange to meet³ with the staff member to discuss and agree the appraisal and objectives with the staff member, a second Cllr should be present at the meeting.
- The Chairman and staff member sign the form and a copy is retained⁴ on an HR file.

The process should be completed by 1st Nov each year and noted in the minutes of the next meeting as completed.

If, at any time, a councillor feels that the staff member is not performing satisfactorily in fulfilling their contractual responsibilities, they are to refer it to the Chairman, who will assess, in conjunction with the HR working group, whether there is an issue to be addressed and an interim appraisal may be carried out to restore efficiency.

In the event that there is a dispute relating to performance or objectives that cannot be resolved by this process then it should be handled in accordance with the Council's Disciplinary and Grievance Policy.

¹ Underperformance may justify withholding incremental pay progression but may not impact on contractual NJC award.

² For a staff member other than self it would be sent to the appropriate employee for completion by them.

³ Allowing 5 working days for the member of staff to consider the appraisal.

⁴ Retained for 3 years maximum and disposed of correctly when the member of staff leaves the post.

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Annex A

STAFF APPRAISAL FORM

CONFIDENTIAL when completed

Name:		Role:	Clerk & RFO
Period of Appraisal:			

CPD Log:

Training / Development	Progress / Achievement

OBJECTIVES

Date Set – Target Date	Objective	Status

Chairman/Staffing Committee Comments on current objectives and performance

CPD

CPD & Training Needs	Justification

OBJECTIVES SET

Date Set – Target Date	Objective

Staff Comments & Agreement with Objectives set

Employee Signature..... Date.....

Chairman/Staffing Committee Chairman Comments & Agreement with Objectives set

Chairman Signature Date

Name:

CONFIDENTIAL when completed