



STAFF APPRAISAL POLICY

Aims of Policy

The purpose of an appraisal scheme is to provide an opportunity for the clerk and selected member of Pucklechurch Parish council to discuss performance against any set objectives and examine the personal development of the Clerk within the organisation.

By auditing the strengths and weaknesses in the role of the clerk, suggestions for any improvement can be made to the Parish Council.

The appraisal scheme is designed to be a developmental tool and should not be seen as judgemental in any way. Appraisals will be light touch with an agenda that would compare performance with the job description. Appraisals will not introduce any new items that have not been previously discussed, eg disciplinary matters and performance appraisal is kept apart from any salary review process.

Staff appraisals will be undertaken with the following objectives:

- Assessment of performance over the period reviewing any targets.
- Discussion of achievements and concerns and the identification of any improvement required to aid future performance
- Assessment of training and development needs.
- Review of job description (if applicable)
- Setting of targets/objectives
- Summary and agreement.

Objectives should be SMART (specific, measurable, achievable, relevant and time bound). The results of the appraisal process will be recorded.

The Clerk should appraise any staff members where applicable.

The Council will appoint two councillors to carry out the Clerk's annual appraisal each year. The appraisal reports should be signed and agreed by all parties and filed in the staff files. A report should be given to the Full Council stating that the appraisals have been carried out, along with any recommendations.

The appraisal form will also be used as the basis for probationary reviews.

This policy to be periodically reviewed in line with legislative requirements.

Appendix A – ANNUAL STAFF APPRAISAL FORM

Name of employee	
Post held	
Date of appointment	
Report for period	

Current Job



Purpose of Job
Description of duties
Any agreed targets

Detailed assessment of performance of duties:

- A Well above the performance expected.
- B Consistently above the acceptable standard of the grade.
- C Generally achieves the acceptable standard of the grade. Meets all the requirements of the job.
- D Not quite up to an acceptable standard, shows some general weaknesses.
- E Consistently below the acceptable standard.
- F Performance well below the expected level.

Outcomes

	A	B	C	D	E	F
Knowledge of duties						

Comments:

Quality of work, accuracy and ability to work under pressure						
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Comments:

Work planning and the effective use of time						
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Comments:

Problem solving and decision-making						
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Comments:

Communication and interpersonal skills						
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Comments:

Relationships with others						
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Comments:

Flexibility, adaptability and ability to initiative and innovate						
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Comments:

Other issues

Discuss any challenges in the coming year and consider how they will be dealt with.

Identify any training needs.



Overall assessment

Strengths:

Weaknesses:

Acceptable / Not Acceptable (delete as required)

Record of any agreed actions and objectives:

Name and signatures of Appraiser 1:

Position:

Date:

Name and signatures of Appraiser 2:

Position:

Date:

Appraisee's signature – I have been offered the facility to see this report and I agree that the above is an accurate record of the views exchanged in the counselling interview

Signature:

Date: