



# Staff Appraisal Policy

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Brantham Parish Council

<b>ADOPTION DATE:</b>	05 July 2023
<b>MINUTE NO.</b>	PC 07.23.08
<b>VERSION NO.</b>	1
<b>REVIEW DATE:</b>	01 July 2024

## 1. ABOUT THIS POLICY

1.1. It is the policy of Brantham Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include agreed steps to improve performance where deemed necessary by the Parish Council. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees.

## 2. ANNUAL APPRAISAL

2.1. Once an employee's probationary period is complete they must continue to have the opportunity to discuss their performance with their line manager. As a minimum this will happen annually. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.

2.2. Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.

2.3. Performance reviews will cover all aspects identified in their job descriptions.

## 3. SCOPE OF APPRAISAL

3.1. Assessment will in particular focus on:

- Quality of work, accuracy and detail motivation and ability to work under pressure, dependability & timekeeping, job knowledge and understanding of safety issues
- Knowledge of the Council, work planning and the effective use of time, problem solving and decision-making, flexibility, adaptability, initiative and innovation. Communication and interpersonal skills teamwork and achievement of targets
- The line Manager will carry out appraisals. Where the appraisal is of the Parish Clerk, this will be the Chair or Vice Chair of the Council or another Parish Councillor as agreed.

## 4. RESPONSIBILITY

4.1. The line manager will carry out appraisals and will submit a report with recommendations to the Policy and Resources Committee.

4.2. Where the appraisal is of the Parish Clerk, this will be the Chair of the Council or Vice Chair of the Council

4.3. Once the appraisal process has been concluded the Chair of the Council will provide a summary of the appraisal to the Finance Committee as part of the Pay Review process.

## 5. TIMELINE

5.1. Annual appraisal to take place in July or August each year. This should include a review of pay as per the Council's Pay Review Policy.

5.2. A mid-year appraisal to take place in January or February each year.

## 6. POLICY ADOPTION

This policy was adopted Brantham Parish Council as its meeting on 05 July 2023. Subsequent minor text amendments may be made under authority delegated to the Clerk.