

**STAFF APPRAISAL POLICY**

**Brantham Parish Council**

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**Date Published:** 01 March 2017

**Version No.:** 1.0**Staff Appraisal Policy**

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.

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.

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.

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

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.

The Chair of the Parish Council will report to full Parish Council when the appraisal process has been completed.

**Policy Adoption**

This policy was adopted Brantham Parish Council as its meeting on 01 March 2017. Subsequent minor text amendments may be made under authority delegated to the Clerk.