



Staff Appraisal Policy

There should be an annual staff appraisal with the following objectives:

- Assessment of past performance and the improvement of future performance
- Assessment of future potential
- Assessment of training and development needs.

Appraisals should be a light touch appraisal with an agenda that would compare performance with job description.

Appraisals should not introduce any new items that have not been previously discussed, e.g. disciplinary matters.

Members of staff should use the form to prepare for the Appraisal meeting and provide evidence of performance including copies of training certificates, qualifications attained during the appraisal period.

The Parish Council will appoint two Parish Councillors to carry out the Parish Clerk's annual appraisal prior to the November meeting.

A report should be given to the full Parish Council stating that the appraisal has been carried out, along with any recommendations. The appraisal form is at Appendix A.

Appendix A

Staff Appraisal Form & Guidance

This appraisal form is designed to promote development by reviewing past performance and looking ahead to set achievable objectives.

The objectives of appraisal are:

- To enhance the quality of service delivery by the Parish Council through encouraging the Clerk to achieve high standards of performance.
- To help the Clerk to develop to their fullest attainable level of potential and achieve job satisfaction.

To the appraisee:

Complete Section 1 in as much detail as you wish and return it to your appraiser(s) one week before the appraisal interview date. Give due emphasis to the spread of roles that you have to perform and the weighting of each. When your appraiser(s) has considered Sections 1 and 2, you will jointly agree new work objectives, along with training and development plans. These and any additional points arising from the discussion will be recorded in Section 3.

To the appraiser:

Consider what the appraisee has written in Section 1 and make your comments in Section 2. Concentrate on where the appraisee needs high challenge or high support in what they have said. When you have completed the appraisal interview and agreed objectives and training and development plans, you should obtain the appraisee's comments and signature in Section 3.

Staff Appraisal Form

Name:

Review Period:

Section 1 – Appraisee to complete this section

Use your job description and previously agreed objectives to complete this part of the form. Please review your job description to ensure continued relevance.

What do you feel have been your major achievements in the past year?

Which parts of your job/objectives have not gone so well?
(As above think about all aspects of your job)

How would you describe your overall performance in the past twelve months?

State any part of your job description that you are not doing

State any areas of work that you do which are not in your job description

Consider what you intend to achieve in the forthcoming year.

Objectives:

Identify any specific training and/or experience needs to enable you to achieve these objectives –
[Norfolk Parish Training and Support](#)

Describe any particular help and/or support you feel that you need to achieve these objectives

Are there any other issues you wish to discuss?

Section 2 – Appraiser to complete this section

Consider what the appraisee has written in Section 1 and make your comments in Section 2. Concentrate on where the appraisee needs high challenge or high support in what they have said. When you have completed the appraisal interview and agreed objectives, training and development plans, you should obtain the appraisee's comments and signature in Section 3.

Comment on identified key achievements (add anything else that was done particularly well).

Comment on work which has not gone well.

Comment on any tasks that should no longer be in the job description and any that should be included.

Give your overall assessment of the post-holder's performance during the last twelve months (including strengths, weaknesses and any constraints to their work).

Section 3 – To be completed jointly at the appraisal interview

Agreed objectives

Although there are no set number of objectives those set should cover key aspects of the appraisee's job. They should also be demanding enough to stretch the appraisee and should have direct relevance to the Parish Council's aims and objectives.

Objectives:

Agreed Observations (to be completed by appraiser during or after interview)

Section 4

This section provides space for the appraisee to comment on the completed form and the appraisal process

Signature of Appraisee

Signatures of Appraisers

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Appraisal date

Date form signed off

DRAFT