

BRAMERTON PARISH COUNCIL

PERFORMANCE APPRAISAL POLICY

INTRODUCTION

1. The purpose of this policy is to ensure that each employee has a formal annual appraisal interview to review their previous year's performance and to determine their targets and development needs for the forthcoming year. The underlying aim is to provide an effective and efficient service and job satisfaction for employees, the employer and the wider public.
2. In February each year, following the preparation of the annual budget, the Chair and one other councillor will meet with the Clerk to:
 - review his/her performance against the current financial year's targets
 - identify targets for the forthcoming financial year
 - identify development and training needs for the forthcoming financial year.
3. The performance review will cover all aspects identified in their job descriptions and will focus on:
 1. quality and quantity of work
 2. knowledge:
 - an up-to-date knowledge of all the demands placed on parish councils
 - of the issues specific to Bramerton PC
 3. the effective use of time:
 - planning work
 - meeting deadlines
 - ability to work under pressure
 - working safely
 4. personal attributes:
 - flexibility, dependability, initiative, innovation, motivation,
 - problem solving and decision-making
 - teamwork and leadership
 5. communication and IT skills: accuracy of record keeping.
4. The appraisal of any other employee will be the same as for the Clerk.

CONDUCT OF APPRAISAL

5. The attached pro-forma, appendix 1, should be used to record the appraisal. Up to two hours should be set aside for each appraisal interview and a written record of the appraisal interview should be completed and signed by the two appraisers. The original should be retained by the Chair and a copy given to the employee within 5 days of the interview.
6. The employee has five days to comment on and sign the written record of the appraisal interview. If no comment is received, a copy of the interview will be marked, 'Final Version', and given to the employee. The Clerk's performance, along with his/her targets and development needs for the forthcoming year, will be reported, in confidence, to Council in March each year.
7. When an annual appraisal identifies serious concerns in the performance of the employee s/he will be supported by regular one-to-one meetings to review progress made against targets and improvements still to be made. These meetings will be with a named Councillor. The frequency of these meetings will be determined by the Council but must not be less than every 2 months. These meetings may also consider behaviour, relationships, attendance, performance, risk, and health & safety. These interviews must be recorded and a copy given to the employee.

APPEAL

8. If an employee disagrees with their appraisal, they should first discuss this with the two appraisers. If agreement is reached, then the written record will be amended, signed and marked 'Final Version'.
9. If agreement cannot be reached, the matter will be referred to the Vice-Chair.

GUIDANCE

10. An employee may ask for guidance on preparing for performance appraisal. A request for such guidance will not have any adverse impact on the outcome of the process.

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Performance appraisal form to be completed by the appraisee

This appraisal form is a formal record of the expectations of performance over the next 12 months, and the review of progress and achievements during the year. Any identified development needs should also be documented. Please make sure all discussions are recorded throughout the year eg when significant changes are made to targets.

Name		
Position		
Date of appointment		
Reporting period	from	to
Appraisers		
Outline of duties		
Targets for this reporting period		

Performance grades

A	Above expected performance
B	In line with expected performance
C	Below expect performance

1. Quality and quantity of work	A	B	C
Comment			

2. Knowledge	A	B	C
Comment			

3. Use of time	A	B	C
Comment			

4. Personal attributes	A	B	C
Comment			

5. Communication & IT skills	A	B	C
Comment			

Overall assessment		A	B	C
Strengths				
Areas for development and future training needs agreed				
Targets agreed for the coming year			To be completed by	
			To be completed by	
			To be completed by	
Signature of appraiser			Position	
Signature of appraiser			Position	
I agree that this is accurate record of my appraisal interview			Date	
Signature of appraisee				