



Bournheath Parish Council

EMPLOYEE APPRAISAL POLICY

General

The Bournheath Parish Council Appraisal Policy sets out the procedure of employee appraisal, the object of which is to promote development by reviewing past performance and looking ahead to set achievable objectives. An appraisal will be undertaken annually.

The objectives of this Policy are:

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

The attached appraisal form will be used as the basis of the standard appraisal.

This policy and procedure are available for public information but the appraisal interview and completed form are confidential.

To the Appraisee

- Your appraiser will be your line-manager, as identified in your contract of employment.
- Complete the details at the top of the appraisal form.
- Complete sections 1, 2 and 3 in as much detail as you wish and forward to the appraiser 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.
- Your appraiser will consider sections 1, 2, and 3 before completing section 4.
- At the appraisal interview you will jointly agree new work objectives and any training and development plans, recorded in section 5.
- You will be asked to complete section 6 by adding any additional comments and signing the appraisal.

To the Appraiser

- Agree the date of appraisal interview with appraisee and make sure they have a blank copy of the appraisal form.
- One week before the appraisal the appraisee will submit their completed form which you are required to consider with the other members before providing comment in section 4.
- Establish the appraisee's needs, such as challenge or support as evidenced in their comments.
- Upon completion of the appraisal interview, having agreed objectives and training and development plans, complete section 5
- Obtain the appraisee's comments and signature in section 6.
- Report **conclusion** of employee appraisal to the next meeting of the Parish Council

This Employee Appraisal Policy was approved for issue at the virtual Parish Council meeting held on 10/06/2020

EMPLOYEE APPRAISAL FORM

Name:	Reviewer(s):
Job Title:	Review Period:
Date Joined:	

SECTION 1 REVIEW OF PAST YEAR

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

1. What do you feel have been your major achievements in the past year?	
2. Which parts of your job/objectives have not gone so well?	
3. Which parts of the Council's or of Councillors' efforts do you feel could have gone better if your own involvement had been different?	
<p>4. How would you describe your overall performance in the past twelve months? Describe your performance in relation to the following aspects of the job - (To insert duties as applicable; for the Clerk this will include:- Financial administration Office organisation Management of work and development of staff Meeting prep (agendas, chairman's input etc) Clerking of meetings (advice, minutes etc) Arranging and delivering outcomes Relationships with councillors Relationships with parishioners Relationships with ward representatives)</p>	
5. State any part of your job description that you are not/have not been doing.	
6. State any areas of work that you do which are not in your job description	

7. State any areas of parish council activity - where you have gained significant knowledge where you could have played a more effective part if you had had better training or experience	
8. State any aspects of the Council's activity which concern you or which threaten the Council's effectiveness or reputation?	
9. State if to any significant extent you have not had adequate training, equipment, time, or support to enable you to do your job as well as you would hope.	

SECTION 2 ASPIRATIONS

What aspirations do you have for the work and achievements – <ul style="list-style-type: none"> - of yourself - of other staff and - of Council 	
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SECTION 3 OBJECTIVE SETTING

a. Use your job description and the Council's aims and objectives to consider what you intend to achieve this year.	
b. State what should be appropriate measures of achievement of these objectives:	
c. Identify what you see as your specific training and/or experience needs to enable you to achieve these objectives.	
d. Describe any particular help and/or support needed to achieve 3.1	

For completion by the appraiser:

SECTION 4 OBJECTIVE SETTING

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 Bournheath Parish Council's aims and objectives.

1.

2.

3.

4.

Please note any objectives agreed that were not part of the objectives from the last appraisal interview.

SECTION 5 COMMENTS BY THE APPRAISER(S) AFTER INTERVIEW

5.1. Comment on identified main achievements
(Add anything else that was done particularly well)

5.2. Comment on work which has not gone well and anything else that has not gone so well.

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

5.4. Give your overall assessment of the post holder's performance during the last twelve months (include strengths, weaknesses, and any constraints to their work and the outcome of specific agreed objectives).

6. ADDITIONAL COMMENTS BY THE APPRAISEE

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

Signature of Appraisee

Signature(s) of Appraiser(s)
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Date.....

APPRAISAL TRAINING AND DEVELOPMENT MONITORING AND EVALUATION RECORD

Appraisee name:

Date of Monitoring and Evaluation

<u>IDENTIFIED TRAINING AND DEVELOPMENT</u>	<u>WHEN STARTED</u>	<u>IMPACT ON PERFORMANCE</u>	<u>REVIEW DATE</u>