GRINDON & THORPE THEWLES PARISH COUNCIL

APPRAISAL POLICY

Grindon & Thorpe Thewles Parish Council is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the parish council to achieve its objectives.

The performance appraisal is a formal process centred on an annual meeting of each employee and their line manager to discuss their work, training and development within the role. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with the parish council's goals and objectives.

Core Principles of the Appraisal Policy

1. The appraisal process aims to improve the effectiveness of the parish council by contributing to achieving well-motivated and competent staff.

2. Appraisal is an ongoing process with an annual formal meeting to review progress.

3. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the parish council are being met, and will be met in the next year.

4. The appraisal discussion will review the previous year's achievement and, where appropriate, will set an agreed Personal Development Plan for the coming year for each member of staff.

5. All directly employed employees who have completed their probationary period are required to participate in the appraisal process.

6. The appraisal process will be used to identify the individual's development needs in relation to their role.

7. The appraisal process will be a fair and equitable process in line with our Equality Policy.

Performance Appraisal Implementation

Performance appraisal discussions will be held on an annual basis, normally around the anniversary of the employee's employment. They will be arranged by the Chair of the Personnel Committee. All Councillors will be asked to complete a confidential appraisal form, as will the employee. These will be passed to the Personnel Committee Chair who will use them as the basis for the appraisal discussion.

The discussion will be held in private. Confidentiality of appraisal will be respected.

The Appraisal Discussion

The appraisal discussion will allow an opportunity for both the appraisee, and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in their role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the parish council and of the individual.

The discussion should be a positive dialogue and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform their current role to the best of their abilities.

The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that they do not agree with.

The appraisee and line manager should, where appropriate, agree on a Personal Development plan for the appraisee for the following year. This will reflect the appraisee's aspirations and the parish council's requirements and should align personal and organisational goals. The parish council and the line manager will support the individual to achieve these goals during the forthcoming year.

Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

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