



Kempley Parish Council Staff Appraisal Policy

Adopted on – 17.03.2025

Next Scheduled Review at the Annual Meeting May 2025

Purpose

1. The purpose of the Kempley Parish Council (KPC) Staff Appraisal Policy is to provide a support and appraisal process to allow every member of staff to:
 - Feel fully supported
 - Feel valued
 - Have a framework for clear and consistent assessment of overall performance
 - Express their views formally
 - Receive guidance
 - Know the way forward - i. e. their objectives

2. To allow the Parish Council to:
 - Support, encourage and assist staff in their roles
 - Improve Parish Council performance
 - Develop staff so that they can be more productive, more motivated and have more job satisfaction
 - Help develop the Parish Council through suggestions and feedback from staff
 - Allow a process of two-way communication
 - Establish training need

3. There should be annual staff appraisals with the following objectives:
 - Assessment of past performance and the improvement of future performance
 - Assessment of future potential
 - Assessment of training and development needs

4. All formal and informal discussions and appraisal meetings will be held confidentially. The appraisal reports should be signed and agreed by both parties. Appraisal documentation will be retained confidentially by the Clerk.
5. Appraisals for the Clerk shall be carried out by two members of the council with the reasonable agreement of the Clerk. Members conducting the appraisal should be experienced or trained in doing so and should be able to act in an impartial and supportive manner. The Clerk and a member of the Council will carry out all other staff appraisals.
6. Appraisals should be a light touch appraisal with an agenda that would compare performance with job description. They should not introduce any new items that have not been previously discussed, e.g. disciplinary matters.
7. Before appraisal Members of staff will be invited to attend their appraisal and asked to complete an appraisal form, (Appendix A) to prepare for the appraisal meeting. Staff should be given at least a week to complete the appraisal form which should be submitted to the Clerk/Chairman one week prior to the appraisal meeting. The appraisal form will also be used as the basis for probationary reviews.

8. At the appraisal meeting

The meeting should be held in a confidential environment that is free from interruption. The appraisal discussion will allow an opportunity for both the employee and Clerk/Councillor to reflect and comment on the previous year's agreed action plan. The meeting will set objectives for the forthcoming year, (aligned with council aims) and identify areas for development and improvement, (i.e. can improvements be made to the way tasks are carried out).

After discussion, the appraisee and appraiser should agree an action plan for the following year. This will take into account any issues of concern and support needed for the employee to do their job. It will consider training and development needs, planned qualifications, and career planning. Any training and qualifications suggested should be employee and council focussed and be correct for the role, development, and the priorities of Council.

After the appraisal meeting

Following the meeting, the appraiser will type up the appraisal form, the discussions and the actions agreed and forward to the employee to check for accuracy and agreement.

The Council will receive a report stating that the appraisals have taken place along with any recommendations.

THE DAFFODIL VILLAGE

KEMPLEY
PARISH COUNCIL

Staff Review Form

Time:

- 1. Do you have an up-to-date job description and does it adequately describe your role?**
- 2. Do you understand all the requirements of your job?**
- 3. Do you have regular opportunities to discuss your work and raise any matters of concern?**
- 4. Are there any aspects of your role you particularly enjoy?**

5. What aspects of the role do you least enjoy?

6. What things do you feel have gone well? Please give examples and the reason why they went well.

7. Give details of things you feel you could have done better including why you feel this way.

8. What do you consider your objectives to be, these should be SMART? (specific, measurable achievable, relevant and timebound)

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9. Have you experienced any problems or obstacles outside your control which has hindered you in doing your job?

10. Are there any areas of personal/professional development which you think would be beneficial to you?

Record any areas of the employee's work where further training and support is required and agree performance/development plan. (These activities are not restricted to training courses, and may include coaching, conferences, planned experience or any other suitable activity that will enhance the skills and knowledge required in the employee's work or to develop him/her further.

11. Please give details of any other things you particularly wish to discuss at the review meeting

12. Salary Review:

This section should record details of any proposed/agreed salary review.

Employee's Name:

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Employee's signature:

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Interviewer's Name:

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Interviewer's signature:

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Date:

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Meeting closed:

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A copy of this completed Staff Review Form will be given to the employee and a copy will be filed in the Employee's Personnel file