

TATTINGSTONE PARISH COUNCIL

STAFF APPRAISAL AND SALARY POLICY

It is the policy of Tattingstone Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against responsibilities and provide an opportunity for a member of staff to have his or her performance reviewed. It must include agreed steps to improve performance where deemed necessary by the Parish Council. The aim is to provide an effective and efficient service and a satisfactory working environment, affording job satisfaction to its employee/s.

Once an employee's probationary period is complete, he/she must continue to have the opportunity to discuss their performance. As a minimum this will happen annually. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible.

Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.

Performance reviews will cover all aspects identified in their job description.

Appraisal will in particular focus on:

- Quality of work, accuracy and detail motivation and ability to work under pressure, dependability & timekeeping, job knowledge and understanding of safety issues
- Knowledge of the Council, work planning and the effective use of time, problem solving and decision-making, flexibility, adaptability, initiative and innovation. Communication and interpersonal skills, teamwork and achievement of targets

Performance Management/Salary Committee

- The Performance Management/Salary Committee, comprises of the Chair or Vice Chair of the Council and another Parish Councillor as agreed. They will carry out the appraisal.

Salary will be in line with NALC guidelines and recommendations

The Chair of the Parish Council will report to full Parish Council when the appraisal process has been completed.

**Adopted by Tattingstone Parish Council at meeting: 1st July 2019
Agenda/Minute reference: Item 16 1st July 2019**