

Tattingstone Parish Council

Staff Appraisal Policy

Version 1.0

STAFF APPRAISAL POLICY

ABOUT THIS POLICY

It is the policy of Tattlingstone Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include agreed steps to improve performance. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees.

ANNUAL APPRAISAL

Once an employee's probationary period is complete, they must continue to have the opportunity to discuss their performance with their line manager. 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 to all.

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 descriptions.

SCOPE OF APPRAISAL

Assessment will 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

RESPONSIBILITY

The Line Manager will carry out appraisals and will submit a report with recommendations to the Council. Where the appraisal is of the Parish Clerk, the line manager will be the Chair of Council or Vice Chair of the Council.

Salary will be reviewed in line with NALC guidelines and recommendations.

Once the appraisal process has been concluded the Chair of the Council will provide a summary of the appraisal to the full Parish Council.