

## Creech St Michael Parish Council

<b>Policy Title</b>	Performance Appraisal Policy & Procedure
<b>Applies to</b>	All Employees
<b>Date Created</b>	13 September 2023
<b>Date Approved by Council</b>	06 November 2023
<b>Minute Reference</b>	12
<b>Author</b>	Clerk and RFO
<b>Review Cycle</b>	2 Years
<b>Review Dates</b>	



## **Performance Appraisal Policy & Procedure**

### **1.0 Introduction**

Creech St Michael Parish Council is committed to supporting every employee to reach their potential and achieve their personal and professional goals, which in turn will assist the Parish Council to achieve its objectives.

The Performance Appraisal Policy and Procedure is a formal process centred on an annual meeting of each employee and their line manager to discuss their employment and performance within their role. The purpose of the meeting is to review the previous year's work record and to identify and describe the constraints, challenges and achievements within the role and to set objectives and make plans for the following year.

In practice, the Performance Appraisal Policy and Procedure seeks to address whether an individual employee is fulfilling the requirements of the role they are employed in and how the Parish Council can support the employee to achieve this.

Evidence will be drawn from a range of sources to support the performance appraisal process, including feedback from members of the Parish Council, the views of service users and the views of other employees.

### **2.0 Core Principles of the Performance Appraisal Policy & Procedure**

The Performance Appraisal Policy and Procedure aims to improve the effectiveness of the Parish Council through a robust, evidence based and supportive performance appraisal process, that will contribute toward achieving a motivated, capable and competent workforce. The process is founded upon the following principles.

Performance Appraisal is.

- A continuous process with an annual formal meeting to review performance. Feedback on performance, of all types, should be frequent and ongoing and not stored up for an annual meeting.
- A discussion is a conversation between employer and employee, to ensure that both the needs of the individual, and of the organisation are being met, and will continue to be met.
- A discussion will seek to answer the basic question "is the employee able to fulfil the requirements of their role and how can they continue to be supported to do this?"
- The discussion will include a review of the previous period, including aspects of the employee's performance that have been positive and those aspects that require improvement.
- Supported with evidence to ensure that any judgements are reasonable and fair.
- An opportunity to identify the individual's development needs and support them in achieving them in line with the Parish Council's Training and Development Policy.
- A fair and equitable process that operates in conjunction with the following Parish Council policies and procedures.
  - Antbullying and Harassment Policy.
  - Grievance Policy and Procedure.
  - Disciplinary Policy and Procedure.

- Staffing Committee Terms of Reference.
  - Councillor Code of Conduct.
- All employees who have completed their probationary period are required to participate in the Performance Appraisal Process.

### **3.0 Performance Appraisal Policy and Procedure Implementation**

Performance appraisal discussions will be held on an annual basis (ideally, prior to approval of the council's budget for the next fiscal year). This will allow budgeting for any salary increment and external training costs.

The appraisal will be arranged by the employee's line manager. In the case of the Clerk and RFO, this will be the Chair and Vice Chair of the Parish Council. Line managers are encouraged to provide the opportunity for an additional six-month verbal performance review and other informal reviews as necessary throughout the year.

Performance Appraisal discussions will be held in private. Information shared during the implementation of the process will be made available to members of the Parish Council on request only.

All appraisal documents should be issued to all parties at least fourteen days prior to the discussion, to allow time for all parties to reflect and prepare. These will provide a framework and focus for the discussion. A time and venue for the discussion will be advised at least ten days before the meeting takes place.

### **4.0 The Performance Appraisal Discussion**

The Performance Appraisal discussion will allow an opportunity for both the employee, and the appraiser(s) to reflect and comment on the previous year's performance. It will praise achievement, where appropriate and encourage the appraisee to also reflect and appraise their performance.

The appraiser is accountable for giving the employee constructive, timely and honest feedback on their performance, which should consider both the priorities for and goals of the Parish Council and of the individual.

The discussion should be a positive conversation and exchange of evidence-based views and should focus on supporting the employee to acquire the relevant knowledge, skills, and competencies to perform their role to the best of their capabilities.

Performance Appraisal documentation will be completed and signed by both parties upon completion of the discussion. The appraisee will be given the opportunity to note any comments that they does not agree with prior to signing the document.

The appraisee and line manager should agree on a Personal Development Plan for the appraisee for the following year. This will reflect the employee's aspirations and the Parish Council's priorities and expectations and should aim to align these as closely as possible. The Parish Council and the line manager must evidence how they intend to support the individual to meet

the Personal Development Plan during the year, including all aspects of informal and formal training, other development opportunities and career planning.

## **5.0 The Mechanics of the Performance Appraisal Process**

There are five elements to the Performance Appraisal Process

### **5.1 Job Description**

The employees Job Description defines the key tasks and responsibilities for the role against which the employee's performance should be judged. The Job Description should be used in tandem with any prior agreed targets or expectations that have been agreed with the employee as the basis for review by both the employee, their line manager and Parish Councillors.

### **5.2 Prior Agreed Targets/Expectations**

Following the completion of the formal annual performance appraisal process, the Employee and their Line Manager will agree a series of targets or expectations. These will form an important element of the annual performance appraisal review and judgements should be made by all parties, on whether the targets or expectations have been fully or partially met.

### **5.3 Parish Councillor/Member Feedback and Summary**

Prior to the Annual Performance Appraisal Process, all Councillors will be asked to complete a Parish Councillor Survey Form in which they provide their judgement on the performance of the employee. This is by reference to the Job Description and the Prior Agreed Targets and expectations. The Parish Councillor Survey Form invites comments on performance against each Job Responsibility and an overall performance rating against that responsibility.

When completed by all Parish Councillors or Members, the Parish Councillor Surveys are then summarised to provide an overall performance summary which is issued to the employee prior to the Performance Appraisal Meeting along with the prior year's Completed Performance Appraisal Record, if employed in the prior year.

### **5.4 Employee Performance Appraisal Self-Assessment Form**

The employee completes an Employee Performance Appraisal Self-Assessment Form in which the employee assesses their performance against each responsibility and identifies what has gone well in the review period and where they may need help to improve their performance, including support and personal development, and training needs. The Self-Assessment is provided to the person(s) conducting the Annual Performance Appraisal prior to the Performance Appraisal Meeting.

### **5.5 Performance Appraisal Record**

The main output from the meeting is a Draft Performance Appraisal Record, prepared by the Appraiser(s), which is circulated to the employee for review and comment. The Draft Performance Appraisal Record contains a written assessment of the employee's past year performance (strengths, along with areas for improvement) and targets, expectations and a Personal Development Plan for the following year. The Plan will differentiate between actions required by the Parish Council and those by the employee to ensure the Parish Council's objectives are met.

The completed Draft Performance Appraisal Record is passed to the employee for review and agreement. The Employee should use this opportunity to identify any issues that they disagree with and raise these for resolution with the Appraiser(s). Should the issues not be resolved, the Employee should identify these within the Record as unresolved.

The Appraiser(s) then presents the Draft Performance Appraisal Record to the Parish Council for approval at the next available Staffing Committee or Parish Council Meeting.

When approved, copies of the Performance Appraisal Record are retained by the Parish Council and the Employee.

## APPENDIX A

### Performance Appraisal

#### Parish Councillor/Member Feedback

To be completed by Parish Councillors or invited Members. Please complete all parts of the form using the Job Description and Prior Agreed Targets as the basis for your review.

Councillor Name:

Employee Name:

Employee's Role:

Date Completed: DD/MM/YYYY

#### 1.0 GENERAL COMPETENCY

Please select the most appropriate judgement against the competencies. Please provide evidence to support your judgements.

COMPETENCIES	REQUIRES IMPROVEMENT	SATISFACTORY	OUTSTANDING
Works to full potential at all times			
Quality of work			
Work consistency			
Communication (internal)			
Communication (external)			
Ability to work Independently			
Demonstrates Initiative			
Technical Skills			
Dependability			
Punctuality			

Provide evidence to illustrate and justify your judgements.	
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**2.0 TARGETS/EXPECTATIONS**

<b>Were previously set targets/expectations achieved by the employee?</b>	
<b>What should the Employee's targets/expectations be for next year?</b>	
<b>Is the Employee fulfilling their role as expected (select one)?</b>	
YES	NO

Councillor/Member signature:

## APPENDIX B

### Employee Performance Appraisal Self-Assessment Form

To be completed by the employee. Please complete all parts of the form using your Job Description and Prior Agreed Targets as the basis for your self-assessment review.

Employee Name:

Employee's Role:

Date Completed: DD/MM/YYYY

#### 1.0 GENERAL COMPETENCY

Please review your past year and select the most appropriate judgement against the competencies. Please provide evidence to support your judgements.

COMPETENCIES	REQUIRES IMPROVEMENT	SATISFACTORY	OUTSTANDING
Works to full potential at all times			
Quality of work			
Work consistency			
Communication (internal)			
Communication (external)			
Ability to work Independently			
Demonstrates Initiative			
Technical Skills			
Dependability			
Punctuality			



Provide evidence to illustrate and justify your judgements.	
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**2.0 TARGETS/EXPECTATIONS AND PERSONAL AND PROFESSIONAL DEVELOPMENT**

<b>Were previously set targets/expectations achieved?</b>
<b>Have there been any special circumstances that have hindered or helped you in performing your role this year? If yes, what was it and how did it impact your work?</b>
<b>What should your targets/expectations be for next year?</b>

**What can your line manager/the Parish Council do to support you in performing your job and meeting these goals?**

**What kinds of personal or professional development activities would you like to complete next year?**

Employee Signature:

## APPENDIX C

### Performance Appraisal Record

To be completed by the appraiser(s). Please complete all parts of the form from the discussion held with the employee and using the employee's job description, any prior agreed targets, the Employee Performance Appraisal Self-Assessment Form and Parish Councillor/Member Feedback as the basis for the Performance Appraisal meeting.

Employee Name:

Employee's Role:

Appraiser(s) Name:

Date Completed: DD/MM/YYYY

#### 1.0 GENERAL COMPETENCY

Based on the judgements received from the Parish Councillor/Member Feedback and the Employees Performance Appraisal Self Assessment review, select the most appropriate judgement against the competencies. Please provide evidence to support your judgements.

COMPETENCIES	REQUIRES IMPROVEMENT	SATISFACTORY	OUTSTANDING
Works to full potential at all times			
Quality of work			
Work consistency			
Communication (internal)			
Communication (external)			
Ability to work Independently			
Demonstrates Initiative			
Technical Skills			
Dependability			
Punctuality			

Provide evidence to illustrate and justify your judgements.	
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## 2.0 TARGETS/EXPECTATIONS AND PERSONAL AND PROFESSIONAL DEVELOPMENT

<b>Were previously set targets/expectations achieved?</b>
<b>Have there been any special circumstances that have hindered or helped the employee from performing their role this year? If yes, what was it and how did it impact their work?</b>
<b>What should the Employee's targets/expectations be for next year?</b>

**What does the Employee's Line Manager/the Parish Council need to do to support the Employee in performing their job and meeting these goals?**

**What specific personal or professional development activities should be completed next year and how will these be supported by the Employee's Line Manager/the Parish Council?**

**Is the Employee fulfilling their role as expected (select one)?**

YES	NO
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Appraiser(s) Signature:

Employee Signature: