



RUDGWICK PARISH COUNCIL

STAFF APPRAISAL POLICY

Date Adopted	Minute Number	Review Date
6 August 2018	120/18	September 2020
10 August 2020	FC109 – 20/21	May 2021
05 May 2021	FC028 – 21/22	May 2022

RUDGWICK PARISH COUNCIL STAFF APPRAISAL POLICY

1 Introduction

1.1 It is the policy of Rudgwick 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. At the end of the appraisal a copy of the formal action plan will be held by Rudgwick Parish Council. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees.

2 Probationary Period

2.1 Once an employee's probationary period is completed they must continue to have the opportunity to discuss their performance with their line manager. As a minimum this will happen annually.

3 Continuing Personal and Professional Development

3.1 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.

3.2 Assessment will in particular focus on (where appropriate):

- quality of work, accuracy and detail
- motivation and ability to work under pressure, dependability and timekeeping;
- job knowledge;
- 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 / or leadership;
- discretion;
- business development;
- achievement of targets.

4 Appraisals

4.1 Appraisals will be carried out by the line manager, (the Clerk). Where the appraisal is the Parish Clerk, the Chairman of the Finance, Policies and Human Resources Committee will carry out the appraisal. Once the appraisal process has been concluded, the Parish Clerk will provide a summary of the appraisals to the Chairman of the Finance, Policies and Human Resources Committee.