



CROWTHORNE PARISH COUNCIL STAFF APPRAISAL POLICY

Adopted by the Staffing Committee – Sept 2017

It is the policy of Crowthorne 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.

The Council 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.

Employees must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager. 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 job descriptions, to include;

- quality of work, accuracy and detail, motivation and ability to work under pressure
- dependability & 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

Before any appraisal interview, the appraiser should gain perceptions of performance by enquiries with colleagues, observations from councillors and any members of the public. The views of any line manager will be sought. Appraisals will be carried out by the Clerk to the Parish Council with two members of the Staffing Committee, ideally the Chairman and Vice Chairman.

Where the appraisal is of the Clerk to the Parish Council, it is Council policy that the Chairman and Vice-Chairman of the Staffing Committee act as line managers and seek views in the initial preparation stage.

Appraisal response forms should be completed and returned to each member of staff ideally within two weeks following the appraisal interview and no later than one month.

A report on the appraisal process will be presented to members at the next meeting of the Staffing Committee.