



HAUGHLEY PARISH COUNCIL

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STAFF APPRAISAL POLICY & PROCEDURE

Adopted 15 December 2020

It is the policy of Haughley Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against 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 where deemed necessary by the Council. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees. Once an employee's probationary period is complete, they must continue to have the opportunity to discuss their performance with their line manager (Appraiser). 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.

It should be noted that the Appraisal procedure is a developmental tool and is not part of the disciplinary process.

Procedure:

- Appraisals to take place in January of each year
- Employee to complete a self-appraisal form in advance of the review
- Employee to review his/her own performance against objectives set at last year's review as part of the process
- Appraiser to carry out a face to face performance review with the employee and where face to face isn't practical virtual meetings will be arranged

- Once the appraisal process has been concluded the Appraiser will provide the employee's self-appraisal form and the Performance Review (signed by employee and Appraiser), to the Employment Committee for joint review
- Employment Committee to discuss any salary review or any other contractual obligations
- Employment Committee to make recommendations to the full Council before the March meeting