

# **KIMBLESWORTH & PLAWSWORTH PARISH COUNCIL**

## **Staff Appraisal Policy**

The annual staff appraisal process has the following objectives:

- Assessment of past performance and the targets for future performance
- Assessment of training and development needs.

Appraisals should be a light touch appraisal with an agenda that would compare performance with job description, using the specific responsibilities as a framework and key areas of competence (appendix 1). Performance in each area will be graded C for competent or L for further learning required, n/a – not applicable.

Appraisals should not introduce any new items that have not been previously discussed eg disciplinary matters.

The KPPC Human Resources Panel will act as the appraiser, to carry out the employees' annual appraisal on the anniversary of their appointment (and quarterly one to ones – see appendix 2).

The panel and employee should make notes to prepare for the appraisal meeting and provide evidence of performance including, in the case of the staff member, copies of training certificates and qualifications attained during the appraisal period. These documents will form the basis of discussion during the meeting.

At the end of the appraisal meeting, an agreed appraisal form will be completed and signed. In the event of any disagreements during the appraisal meeting, these will be recorded on the finalised version of the form. All documents will be held in the staff files.

A report should be received by the full Parish Council stating that the appraisals have been carried out, along with any recommendations.

The quarterly one to ones monitor progress towards actions identified at the previous appraisal, and to discuss any issues which need to be addressed before the next appraisal.

This policy was approved by Kimblesworth & Plawsworth Parish Council on and will be reviewed annually from the date on which it was approved.

**Signed:**

**Chair of Council**

**Date:**

# KIMBLESWORTH & PLAWSWORTH PARISH COUNCIL

## Annual Appraisal Form

## Appendix 1

<b>Name of Employee:</b>	
<b>Post Held:</b>	
<b>Date of Appointment:</b>	
<b>Appraisal date:</b>	
<b>HR Panel in attendance:</b>	

### Actions identified at last appraisal

[illegible]

# KIMBLESWORTH & PLAWSWORTH PARISH COUNCIL

## Areas of competence

To be used in conjunction with the Clerk's Job Description (Specific Responsibilities - SR) and Key Areas of Competence - KA).

JD Ref	Assessment			Comments/Evidence	Action	
	C	L	n/a		Y	N
SR 1						
SR 2						
SR 3						
SR 4						
SR 5						
SR 6						
SR 7						
SR 8						
SR 9						
SR 10						

  

KA 1						
KA 2						
KA 3						

### Key Areas of Competence (KA):

1. Protect the reputation of the Council.
2. Demonstrate effective communication skills
3. To engage in professional development to ensure efficient and effective management of the council.

## KIMBLESWORTH & PLAWSWORTH PARISH COUNCIL

### Action Plan

Action Ref (SR/KA)	Action Required/By Whom	Completion Date

**Additional comments/ objectives for the year ahead:**

<b>Signature of Appraiser(s):</b>	
<b>Name of Appraiser(s):</b>	
<b>Position Held:</b>	
<b>Date:</b>	

**Declaration:** have been offered the facility to see this report and I agree that the above is an accurate record of the views exchanged in the counselling interview.

**Appraisee's signature:**

**Date:**

# KIMBLESWORTH & PLAWSWORTH PARISH COUNCIL

## One-to-One Form

## Appendix 2

This form is used to keep a record and monitor the achievement of objectives.

**Name of Employee:**

**Post Held:**

**Date of Appointment:**

**Appraisal date:**

**HR Panel in attendance:**

**Workload:** (e.g. understanding of work to be carried out, barriers to work, time management, priorities, ideas on how to improve work, areas of concern)

**Please list any support (from your HR Panel or the Council) that would assist you carry out your work more effectively:**

**Is there anything to report on the following areas?**

If yes, please provide details in the space below:

	YES	NO
Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>
Equal Opportunities	<input type="checkbox"/>	<input type="checkbox"/>
Working relationships	<input type="checkbox"/>	<input type="checkbox"/>

**Further details of the above where applicable:**

## **KIMBLESWORTH & PLAWSWORTH PARISH COUNCIL**

**Please list any key successes or recognition since the last meeting:**

**Please list any development needs/training requirements:**

**Priorities/area of focus for the next month:**

**Issues/concerns/points to raise with Council:**

**Actions from this meeting:**

**By signing this form, both parties acknowledge that the contents have been discussed and agreed.**

**Signed – Employee:** .....

**Signed – HR Panel:** .....

**Date:** .....

**Date and time agreed for next one-to-one meeting:**

.....