



## **KIPPAX PARISH COUNCIL PERFORMANCE APPRAISAL POLICY**

**Approved: 16<sup>th</sup> May 2024**

**Item: 010/FC/2425e.**

**Review date: May 2025**

***M Eyre***

**Signed by Chairman, Councillor Martin Eyre**

### **Appraisal Policy**

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

The performance appraisal policy supports the performance appraisal scheme. The scheme is a formal process centred on an annual meeting of each employee and their line manager/liaison councillor to discuss their work.

The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organisational goals and objectives.

### **Core Principles of the Appraisal Policy**

1. The appraisal process aims to improve the effectiveness of this council by contributing to achieving a well-motivated and competent workforce.
2. Appraisal is an ongoing process with an annual formal meeting to review progress.
3. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the council are being met, and will be met in the next year.
4. The appraisal discussion will review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each member of staff.
5. All employees are required to participate in the appraisal process.
6. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
7. The appraisal process will provide the council with valuable data to assist succession planning.

8. The appraisal process will be a fair and equitable process in line with the council's Equality Policy.

### **Performance Appraisal Implementation**

Performance appraisal discussions will be held annually. The clerk's appraisal will be conducted by their liaison councillor and another member of the Personnel Committee appointed by the Personnel Committee. Other staff will be appraised by their line manager and a member of the committee responsible for their work may be invited to attend if appropriate.

Line managers are encouraged to provide the opportunity for an additional 6-month verbal appraisal review, mid-year and other informal reviews as necessary throughout the year.

The discussion will be held in private. Information shared during the appraisal will be shared only with the Personnel Committee, confidentiality of appraisal will be respected. The lead appraiser (usually the employee's line manager) will be expected to have successfully completed appraiser training, and all appraisers should be familiar with the employee's work.

All appraisal documents should be issued to both parties prior to the discussion at least seven days prior, in order to allow time for both 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 one week before the meeting takes place.

### **The Appraisal Discussion**

The appraisal discussion will allow an opportunity for both the employee, and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in their role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual. The discussion should be a positive dialogue and will focus on assisting the employee to acquire the relevant knowledge, skills and competencies to perform their current role to the best of their abilities

The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that they does not agree with and complete a self-assessment.

The appraisee and appraiser should agree on a Personal Development Plan for the appraisee for the following year. This will reflect the employee's aspirations and the council's requirements and should align personal and council goals.

Completed documents will be shared with the employee within seven days of the appraisal.

The council and the line manager will support the individual to achieve these goals during the forthcoming year. Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

### **Appraisal Review**

The appraisal documents will be reviewed by the Personnel Committee who will recommend any decisions to full council.



### Pre-Appraisal Form for Appraisee

Employee Name:		Appraiser Name:	
Job Title:			
Period Covered:	From:	To:	

#### Discussion Points:

Question	Comments
1. Has the past year been good/bad/satisfactory or otherwise for you, and why?	
2. Which parts of the job do you enjoy and what do you consider to be your most important achievements of the past year?	
3. What elements of your job do you find most difficult?	
4. Is there any action that could be taken to the council to make it easier for you to do your job?	
5. What sort of training/experience would benefit you in the next year?	
6. Do you have any concerns which you would like to discuss in this appraisal?	

**Objectives and Performances**

Objective (set previous year)	Do you feel you have achieved this objective? What is the evidence to support this?	Further Action Required / Other Comments
1.		
2.		
3.		

**SIGNED BY APPRAISEE:**

**DATE:**

**SIGNED BY APPRAISER:**

**DATE:**



### Pre-Appraisal Form for Appraiser

Employee Name:		Appraiser Name:	
Job Title:			
Period Covered:	From:	To:	

#### Discussion Points:

Question	Comments
1. Has the past year been good/bad/satisfactory or otherwise for Appraisee, and why?	
2. What do you consider to be the most enjoyable parts of the role for the appraisee's and their most important achievements of the past year?	
3. What elements of the Appraisee's job do you consider to be most difficult?	
4. Is there any action that you think could be taken by the council to make it easier for the Appraisee to do their job?	
5. What sort of training/experience would benefit the Appraisee in the next year?	
6. Do you have any concerns which you would like to discuss in this appraisal?	

**Objectives and Performances**

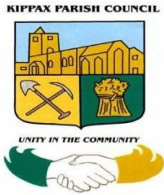
Objectives (set previous year)	Do you feel the appraisee has achieved this objective? What is the evidence to support this?	Further Action Required / Other Comments
1.		
2.		
3.		

**SIGNED BY APPRAISEE:**

**DATE:**

**SIGNED BY APPRAISER:**

**DATE:**



## PERSONAL DEVELOPMENT PLAN

**DATE:**

**EMPLOYEE NAME:**

**SIGNATURE:**

**APPRAISER/MANAGER:**

**SIGNATURE:**

<b>Objectives:</b> What do I want to be able to do / do better?	<b>Success Criteria:</b> How will I recognise success? How will I review and measure my success?	<b>Actions:</b> What methods, training or resources will I use to achieve my objectives?	<b>Implementation:</b> How will I practice and apply what I learn?	<b>Timeframe:</b> When do I hope to have achieved this objective?
1.				
2.				
3.				