

COLWICH PARISH COUNCIL



PD123 STAFF APPRAISAL

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STAFF APPRAISAL

Staff Appraisal – PD123

Revision history

This document was originally written by:

Name	Position	Date
Michael Lennon	Chief Officer	March 2024

This document version was reviewed by:

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Full Council	March 2024
Chairman of Council	W Plant

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Revision History

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STAFF APPRAISAL

1. POLICY STATEMENT

- 1.1 Performance and development appraisals covering all employees are delivered throughout the Council on an annual basis, with three formal quarterly review meetings during the year.
- 1.2 The purpose of the Staff Appraisal process is:
 - 1.2.1 To develop and support all employees to do their job well to deliver the Council's priorities for the benefit of our communities.
 - 1.2.2 To ensure that the Council has the right skills in the right place at the right time and to the required capacity to deliver services to agreed standards.
 - 1.2.3 To ensure that the Council is working as one Council and through its partners to deliver effective and efficient services.
 - 1.2.4 To maximise the capacity, resilience and flexibility of our people and resources to deliver our key priorities.
- 1.3 This document will be applicable from March 2024 which will mark the start of the new appraisal year.

2. PROCESS

- 2.1 The form in the annex will be used for all appraisals.
- 2.2 The appraisal year will run from March to February. It is important that all Appraisals be completed by mid-March to ensure any Spine Point increases are paid in April.
- 2.3 The appraisal process will ensure that the Council's Aims and Values [PD021] are translated into personal, and, where relevant, team objectives. The process will ensure that employees at all levels of the Council can understand how their objectives contribute to the Council's success.
- 2.4 Line Managers must ensure that the processes are fair and equitable for all staff and that they are applied in line with the Council's Staff Handbook policies.
- 2.5 Formal disciplinary and grievance issues are not to be part of the annual appraisal process and will be dealt with separately.
- 2.6 The appraisal meeting and report should contain no surprises.
- 2.7 Issues concerning poor performance should be recorded in the appraisal meeting documentation in order that any formal monitoring of performance, as per the Staff Handbook, is not undermined by contradictory messages being given to the employee.
- 2.8 The Appraisal process will ensure that all employees:
 - 2.8.1 have an annual face to face performance and development appraisal meeting which is reviewed quarterly.
 - 2.8.2 Receive regular meetings with their line manager to discuss their performance during the year and discuss work activity, learning and development.

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- 2.8.3 Know what is expected of them in terms of the standard of their performance from the beginning of their employment, through agreed work and training objectives.
- 2.8.4 Will have an initial appraisal, and objective setting meeting, shortly after starting their employment or new post.
- 2.8.5 Agree appropriate and SMART objectives, with their Line Manager, to achieve over the following year.
- 2.8.6 Are made aware of any areas in their work which are not to the required standard.
- 2.8.7 Areas requiring improvement are addressed during the year and not held until the end of the year annual appraisal meeting.
- 2.8.8 Receive recognition for their achievements.
- 2.8.9 Receive feedback on a regular basis which aims to improve and develop their performance.
- 2.8.10 Identify with their line manager any learning and development needs and aspirations.
- 2.8.11 Are able to identify skills and knowledge development needs.

3. NEW STARTERS

- 3.1 All new employees will be set objectives in an initial performance and development plan within one month of starting. These objectives will be monitored over the first 6 months of their employment. Managers may take a view on the level of detail included in the initial plan depending on where in the appraisal cycle the employee starts as a member of staff.

4. TEMPORARY AND FIXED TERM CONTRACTS

- 4.1 All employees on temporary and fixed term contracts will be set objectives and a development plan which will be reviewed through performance and development appraisal meetings, and which will be appropriate to the length of their employment.
- 4.2 Where possible performance and development appraisal meetings will be aligned to the normal appraisal year to ensure consistency with permanent employees and pay progression increments.

5. LONG TERM ABSENCES

- 5.1 If employees are absent during an appraisal year, objectives and timescales should be reviewed to accommodate the absence where possible. Absences due to a disability or maternity/paternity/adoption should not affect the overall outcome of the appraisal.

6. MITIGATING CIRCUMSTANCES

- 6.1 There may be occasions where an employee is unable to achieve an objective/objectives that has been agreed due to issues outside of their control. Managers need to take this into consideration and disregard that objective or objectives if there were issues outside of their control which meant they could not achieve the objective/objectives.

7. OBJECTIVE SETTING

- 7.1 Individual performance objectives should relate to the overall Aims and Values of the Council.

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- 7.2** Objectives set will be in line with the responsibility level and scope of work outlined in the employee's current, up to date job description.
- 7.3** Significant changes to objectives and action plans should be discussed with the individual employee and confirmed as and when they arise.
- 7.4** Performance against objectives should be assessed by objective evidence and both appraiser and appraisee share the responsibility for monitoring progress on the agreed objectives.
- 7.5** All appraisers will demonstrate consistency of objectives set across their team to the Chief Officer and Chairman to the Employment Committee.
- 7.6** Long term planned absences will be factored into the objective setting timescales and, where appropriate, a performance and development appraisal will be held before the absence starts.

8. RECORDING

- 8.1** A record of all appraisal meetings will be kept. They can be typed into the appraisal form or written on a printed copy. This will then be scanned and the hard copy kept under lock and key in the Chief Officer's filing cabinet.
- 8.2** Managers will ensure the confidentiality of all records.
- 8.3** All Appraisals must be "signed off" by the Chief Officer to the Council, except for the Chief Officer's appraisal which will be agreed with the Chairman of the Council.

9. APPEALS

- 9.1** If an agreement cannot be reached between the manager and appraisee, the matter will be referred to the Chief Officer who may refer on to the Employment Committee.

10. CHIEF OFFICER'S APPRAISAL

- 10.1** This will be carried out by the Chairman of the Council who should inform the Council when the appraisal has been completed.
- 10.2** The Chairman of the Council must not share the content of the Chief Officer's appraisal with anyone, including other Councillors.

SIGNED	
COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN	

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COLWICH PARISH COUNCIL

Name	
Position	
Year	202_/2_

Main Duties

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Objectives agreed on / /202_

	Objective for 202_/2_	Record of Achievement
1		
2		
3		
4		
5		

Line Manager Assessment

Comment on the overall performance throughout the year 202_/2_.

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Post Holder Assessment

Any additional comments you wish to make on your performance during the year.

Objectives, for the year 202_/2_ as agreed on _/ _/202_ .

1	
2	
3	
4	
5	

Training requirements for 202_/2_

To be completed by the Line Manager and Post Holder following the review meeting.

1. We have reviewed the past year against the previously agreed objectives.
2. We have agreed a set of objectives for the coming year.
3. We have agreed a plan of other development actions including training.

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4. The post holder has been provided with an opportunity to add any additional comments, which should be included within the form.
5. The line Manager has/has not made additional comments following the meeting with the post holder.

Signed (Post Holder)

Signed (Line Manager)

Date

Chief Officer's Assessment

I agree/disagree with the above overall assessment.

Comments

Signed (Chief Officer)