

EAST PECKHAM PARISH COUNCIL

STAFF APPRAISAL POLICY

It is the policy of East Peckham 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. It 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.

1. Once an employee's probationary period is complete they must continue to have the opportunity to discuss their performance with their line manager. As a minimum this will happen annually.
2. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.
3. 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.
4. Performance reviews will cover all aspects identified in their job descriptions. Assessment will in particular focus on;
 - a. quality of work
 - b. accuracy and detail motivation and ability to work under pressure dependability,
 - c. timekeeping
 - d. job knowledge
 - e. understanding of safety issues
 - f. knowledge of the Council
 - g. work planning and the effective use of time
 - h. problem solving and decision-making
 - i. flexibility
 - j. adaptability, initiative and innovation
 - k. communication and interpersonal skills
 - l. teamwork and / or leadership
 - m. discretion
 - n. business development
 - o. achievement of targets.
5. Appraisals will be carried out by the line manager, (The Clerk). Where the appraisal is of the Parish Clerk, the Chairman of the Council will carry out the appraisal. Once the appraisal process has been concluded, the Parish Clerk will provide a summary of the appraisal to the full council

January 2017