

West Lavington Parish Council

Staff Appraisal Policy

It is the Policy of West Lavington 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 their performance reviewed.

Central to this appraisal policy is the need for strict confidentiality by all involved.

West Lavington Parish Council at this time only has one member of staff – the Clerk of the council however this policy will apply should additional staff be employed in the future.

The appraisal 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.

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 at least annually with a built in 6 month review. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.

All appraisals will be evidence based and follow an evidence gathering process in a written format.

Wherever possible and in accordance with ACAS guidelines appraisers should receive appropriate training.

Appraisals action plans to achieve objectives must accord with the SMART process for action plans and be:

- Specific
- Measurable
- Achievable
- Realistic
- Time bound

Any appraisal interview shall be a two way process conducive to facilitating the appraisee and appraisers to speak freely and in confidence within the constraints of this policy.

The interview should agree SMART objectives for the coming period as well as reviewing performance to date and shall be the point at which any training needs are identified and planned together with agreeing a date for the interim 6 month review.

Performance reviews will cover all aspects identified in the member of staff's job descriptions and in particular Assessment will focus on;

- Quality of work, accuracy and detail, motivation, and ability to work under pressure, dependability, timekeeping
- Job knowledge

- Understanding of safety issues
- Knowledge of the Council
- Work planning and the effective use of time
- Problem solving and decision making
- Flexibility, adaptability, initiative and innovation
- Communication and interpersonal skills
- Teamwork and / or leadership
- Discretion
- Confidentiality and security of information
- Business development
- Achievement of targets
- Financial management

Appraisals of members of staff will be carried out by the line manager, (The Clerk).

Where the appraisal is of the Parish Clerk the evidence gathering process will include seeking views of all elected members in preparation for the interview.

Elected members in representing the community have a responsibility to monitor and challenge the council to ensure it is meeting the needs of the community. The role of Clerk is that of the critical responsible officer and key to the day to day running of the council. It is important therefore on behalf of the community that members have a role to play in assessment of the performance of Clerk.

The role of elected members in meeting their responsibility in the appraisal process of the Clerk will be by:

1. Approving by resolution annually that an appraisal of the Clerk should take place
2. Adopting an appraisal policy
3. Submitting positive or developmental written evidence to the (Chair only) for the appraisal interview
4. Adopting a Disciplinary and Grievance Policy
5. Approve by resolution a confidential summary of the completed review and appraisal

The Chair of the Council and the Vice Chair or Chair of the Personnel Panel will carry out the appraisal interview of the Clerk in accordance with this policy.

The appraisee should be given adequate notice and facilities to prepare for the appraisal interview with a minimum period of notice of 14 days.

Once the appraisal process has been concluded, the Parish Clerk will provide a confidential written summary of the appraisal of staff members including any agreed action plans to improve performance to the Chair of the Personnel Panel.

In the case of the appraisal of the Clerk the Chair of the council and Vice Chair or Chair of the Personnel Panel will provide a brief confidential written summary to include agreed objectives and development areas to improve performance to the Personnel Panel and a statement to the full council to include:

1. That the appraisal has taken place
2. Who conducted the appraisal
3. Date of appraisal
4. Confirmation in general terms that issues raised by members have been discussed (without details)

5. Whether any action plans have been put in place and timescale for review
6. That the Personnel Panel has been given a confidential summary of the appraisal interview signed by the Clerk and the appraisors
7. That the appraisal was in accordance with this policy

All appraisees should be given the opportunity to sign any written summary of the appraisal in addition to signatures of those conducting the appraisal.

Security of confidential information:

Staff appraisal documents/records/e-mails are highly confidential documents and must be handled, stored, and disposed of in accordance with the General Data Protection Regulations policy of the council.

Members are aware that they should only retain such information for as long as is necessary. In respect of appraisals this is immediately after acknowledgement of receipt by the Chair of any submitted evidence at which point it should be destroyed by the member and the destruction confirmed in writing to the Chair.

The Clerk in respect of other staff members appraisals and the Chair and Vice chair and where appropriate the Chair of the Personnel Panel in respect of the appraisal of the Clerk will securely retain all appraisal documentation for only as long as is necessary which may include retention until the sign off of any agreed action plans.

When finalised one complete secure file with backup for council record purposes will be retained by:

1. The Clerk for other staff members
2. The Chair for the Clerk's appraisal

Discussion at council meetings:

Save for matters requiring a council resolution no appraisal discussion will take place in open public council meetings other than in the case of a proposal that public presence is prejudicial to the public interest due to the confidential nature of the business – Staff Appraisal. Any such exclusion shall be by way of resolution in accordance with standing orders.

This Staff Appraisal Policy should be read with the council Discipline and Grievance Policy.

Review:

These three Policies should be reviewed together annually.

Adopted 7th September 2018