

POLICY & PROCEDURE: Employee Performance Appraisals

PURPOSE: To set out the policy and procedure for performance appraisals of staff employed by Melbourn Parish Council

SCOPE: All permanent full or part time staff to Melbourn Parish Council. This document does not apply to contracted or casual staff.

POLICY:

1. Principles

- 1.1 This document is written by reference to ACAS Code of Practice 1, published April 2009, and recommended associated document templates.
- 1.2 We, the Parish Council, recognise our obligation to monitor and assist with the progress and training of employees. In addition, We will provide regular opportunities for both manger and employee to discuss the performance goals set and any problems that may have arisen in the preceding period. Gaps identified through this process will be addressed through appropriate training.
- 1.3 Appraisals will be conducted in private and adequate advance notice given to the employee. A minimum of four weeks notice should be given, prior to the appraisal date.
- 1.4 The employee will be provided in advance with a guideline document on which to record and report all relevant aspects of his or her performance goals, workplace problems and perceived training needs.
- 1.5 The manager will record the outcomes of the appraisal discussion formally. The appraisee, subject to his or her agreement as to its accuracy, will countersign this record.
- 1.6 Appraisal records will be maintained as part of the employees' personal and confidential file.
- 1.7 Appraisals will be carried out on all permanent employees at least annually. Appraisal progress reviews will be carried out at a six-month point, if all parties agree this is desirable.

- 1.8 Under special circumstances, for example during the first year of employment or in cases where employee capability is being assessed, appraisal dates may be set at shorter intervals.

PROCEDURE:

2. Outline Procedural Steps

- 2.1 An anticipated appraisal date will be agreed in writing with each employee who falls within the scope of this procedure. The Line Manager concerned will set the date.

Note (a) A Councillor will be nominated as the Line Manager responsible for setting and carrying out the appraisal for the Clerk to Melbourn Parish Council. This will normally be a member of the HR Panel.

Note (b) The Clerk, as the Line Manager for all other council staff, will carry out other staff appraisals. The Clerk may request support from the HR panel in the performance of this task.

- 2.2 At least one month prior to the agreed appraisal date, the Line Manager will provide a copy of the **Self-Appraisal Form (See Appendix 1)**.
- 2.3 The employee will use the Self Appraisal Form as both an *aid memoire* and for feed back to the Line Manager on any and all aspects of the job and/or job performance as he or she feels is appropriate.
- 2.4 The employee will return a copy of the Self Appraisal Form to the Line Manager at least one week prior to the set-date for the appraisal.
- 2.5 The Line Manager will prepare for the appraisal session by reviewing the known performance and position of the employee concerned, based on formal employment documents, timekeeping/attendance and working history during the preceding period. *It is important that the Line Manager does not make early judgements of employee performance from this review; all performance assessments must be made with the perspective of both employee and employer being fully known and understood.*
- 2.6 At the appraisal, the employee and manager will review in detail the comments and feedback from the Self-Appraisal Form, using this to complete an **Employee Appraisal Record Form (See Appendix 2)**.

Note (c) The Line Manager should endeavour to make the appraisal process and the discussion environment as relaxed, open and honest as possible. The objective is to develop a mutually agreed position on the factors discussed, in a non-confrontational fashion.

- 2.7 After the appraisal is complete, the Line Manager will provide a fair copy of the Employee Appraisal Report Form to the employee for agreement and sign-off, subject to their approval.
- 2.8 The Employee Appraisal Report Form will then be copied to the employee and the original document filed in the confidential employee records, together with the Self- Appraisal Form from the employee.
- 2.9 The goals any any training needs identified during the appraisal process will be used in the further management of both employee and the general business of the Parish Council.

Document Approval:



(Chair to Melbourn Parish Council)

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Document Review: Annual