WROUGHTON PARISH COUNCIL

Appraisals Policy

Issue Date:	May 2019
Review Date:	May 2025
Version:	1.1

1 Introduction

Appraisals are used in organisations to help employees achieve and full their potential and for the employer to continue to monitor performance in order to achieve its goals and improve the quality of the products/services which it provides. An appraisal interview is an opportunity to take an overall look at work content and volume, look back at what has been achieved, agreed objectives for the future and consider what development needs the employee may have for the year ahead.

The main purposes of the appraisal system are as follows:

a) Performance: to provide a clear statement on how staff are performing, to see whether further progress can be made, and consider what help might be given to build on strengths.

b) Responsibilities: to record present and future responsibilities.

c) Personal development: to look at future work and identify opportunities for development and training, to benefit ones career and to maximize the contribution to the company.

d) Communication: to ensure that ideas and views are shared.

e) Future work: to plan work priorities and objectives for the next year and consider solutions to problems.

2 Appraisal Structure

The Council should ascertain the appraisal structure i.e. who appraises whom? This usually correlates with line management structures as those in direct line management positions will be best placed to appraise an employee. It is usual for a Chairman and/or Councillor to take responsibility for appraising the Clerk. It is not appropriate for the whole council to take part in the appraisal interview but views from stakeholders such as the staff, contractors, contacts, members of the public as well as the elected members can be sought to give a comprehensive summary of the Clerk's performance.

3 Key Features

An appraisal should take into consideration the following factors:

a) Openness – The Council should provide guidance to employees on the appraisal scheme which it wishes to use. An appraisal should be open from both parties perspective and an employee should be privy to all comments made by an employer during or after an appraisal process. It is usual to provide the employees with details of the appraisal process, including any documentation to be used, well in advance of the process commencing, ideally by way of an employee handbook as introduced during an induction period.

b) Confidentiality – the appraiser(s) and appraise only will normally see the appraisal record and this is certainly best practice for the fact that an appraisal has taken place to be reported to council but for the contents to remain confidential.

c) Consistency – whatever scheme the Council chooses to implement, all staff should be appraised according to the same scheme. It is also desirable that the same process is continued over a period of years so that comparisons can be made across timescales.

d) Objectives – objectives which are set during the appraisal should be objective and understood by both appraisers and appraise and be based upon actual conduct and performance rather than personalities or subjective criteria.

e) Forward looking – the main value of reviewing past performance is to identify matters which can be built upon, problems that can be tackled by the Council or by training, and new opportunities.

f) Positive – problems, difficulties and mistakes should be discussed openly so that solutions can be found, training offered or defective systems improved.

g) Two way conversation – appraises are encouraged to contribute frankly in assessing their performance and goals.

h) No surprises – it is poor practice to introduce new information, particularly of a critical nature at an appraisal interview. If there are issues with conduct or performance then they should be raised with the employee at the time they occur, not held back to handle at an appraisal session.

i) Contractual – any employee who is working under the National Agreement NALC:SLCC Model Contract will have a clause which states that there will be an annual appraisal which the employer will be obliged to undertake.

4 Procedure for Appraisals

a) Agree a date: The Council and employee should agree between themselves a date for the appraisal to take place. It is advisable for at least 5 days' preparation to be allowed. The date is often set at the previous performance review meeting which may have been months before, in that way all parties to the process have a commitment to the date/time.

b) Documents: the appraise and appraiser should have at least the following documentation to hand at the appraisal:

- Job description
- Written objectives set previously (if any)
- Record of previous appraisal (if any)

c) Preparation: both the appraise and appraiser should spend time planning what they want to discuss. The appraisal format should form the basis of the appraisal. A self-appraisal form is useful to be completed by the appraise and sent to the appraiser prior to the appraisal. The appraiser should also be familiar with the council's own strategic objectives for the coming year in order to ensure that the appraisal contributes to the council's own direction.

d) The venue: Both parties should be agreeable to the venue of the appraisal, which should ideally be in a quiet place away from other distractions.

e) The interview: It should be conducted by the appraiser(s) in an informal atmosphere. The appraiser should begin by explaining the scope of the interview and then encourage the appraise to comment on performance, training, development and future objectives and to suggest solutions to any problems. The appraiser should take notes.

Policy Revision

Register of amendments

Date	Description	Page Number	Committee
May 2019	Issue	All	FC
May 2022	Formatting change (V1.1)	All	FC