

## **COPYTHORNE PARISH COUNCIL MEETING - TUESDAY 13<sup>TH</sup> OCTOBER 2020**

### **ITEM NO: 15 – Adoption of a Staff Performance Appraisal Policy**

**This report sets out the need for the Parish Council to adopt a Staff Performance Appraisal Policy**

---

#### **Information**

It has been identified that, at present, the Parish Council does not have a formal Staff Performance Appraisal Policy. The references to Staff Performance Appraisal only exist within the formal contractual documentation for employed staff (in the case of Copythorne this only relates to the employment of the Clerk / RFO). Within the Terms of Reference for the Personnel and Governance Advisory Committee (PGAC), Responsibility 6 lists: *'Establishing and reviewing performance management (including probationary and annual appraisals) processes and reporting on the outcome of them to the Council'*. In order to be effective in this role, it is necessary that the Parish Council has an agreed policy to support it.

#### **Policy Drafting and Proposed Operation**

At its meeting on 2<sup>nd</sup> October 2020, the PGAC received a report setting out the reasons for the need for a Staff Performance Appraisal Policy, together with a draft bespoke policy which has been drafted by the Clerk based on a template provided by the HALC HT Consultancy Service.

The draft Policy is attached as Appendix 1. The included Appraisal meeting template has already been in use for the Clerk Appraisal process and remains unchanged as it meet the needs set out within the Staff Performance Appraisal Policy. The PGAC made a few observations on the Draft Policy and these have been incorporated into the Appendix 1 attached draft.

Items which relate to specifics for the Copythorne version are included in RED on the draft attached.

#### **Recommendation**

It is recommended that the Parish Council adopts the Staff Performance Appraisal Policy as attached for inclusion into the Copythorne Parish Council Staff Handbook and implemented for the upcoming Clerk Appraisal, due in October.

**Note:** in line with the policy draft, an Appraisal date has been provisionally set for Thursday October 22<sup>nd</sup> 2020 at 11.00. The members voted for the panel to be Cllrs. Lucas & Herra

Cllr. S. Lucas  
October 2<sup>nd</sup> 2020

## APPENDIX 1



## COPYTHORNE PARISH COUNCIL

### STAFF PERFORMANCE APPRAISAL POLICY

#### 1. Scope

This policy and procedure applies to all employees of **Copythorne** Parish Council (“the Council”).

#### 2. Policy

The Council’s policy is that each employee will be appraised annually.

The summary of this appraisal should be a fair representation of the dialogue and is to be referred to as a working document throughout the forthcoming year.

The benefits of appraisal in terms of improved communication and enhanced performance both for the individual and for the Council will only be achieved by the continuous commitment of all those involved in the scheme.

The Council’s appraisal scheme has been designed to meet the following objectives:

- To assist staff in performing their job to the best of their ability, maximising their job satisfaction and their contribution to the Council’s objectives.
- To identify individual training and development needs.
- To highlight the potential that each individual has to develop within their current or a future position.

#### 3. Procedure

1. Appraisal interviews will occur annually. They are intended to take place during **October**. New and newly-promoted employees will be appraised in the third month of their new job and then reviewed at the end of their probationary period **as detailed in their contract of employment**.
2. The Clerk is responsible for ensuring that appraisals are carried out for all staff. Appraisal interviews will be carried out by the job-holder’s line manager on a one-to-one basis. Training will be provided to all appraisers prior to conducting their first appraisal interview. For the Clerk the Appraisal will be carried out by **two members of the Personnel and Governance Advisory Committee which will include the Chairman of the Council whenever possible** who will have previously sought the views of other Councillors.
3. Each **October** (or in the **third** month of employment for new and newly-promoted employees ) the appraiser should prepare the following documentation for all employees:
  - Appraisal Interview Reports (copy of the one from the previous review period and a new one)
  - Self Appraisal Notes

4. The appraisers then arrange the dates, times and locations of the appraisals, and notify each employee.
5. The employee will be given a copy of the Self Appraisal Notes for their completion. The Appraisal form and Self Appraisal Form will then be swapped prior to the appraisal interview, to allow both parties to prepare. Generally at least five working days should be given to enable employees to adequately prepare for the interview.
6. The appraisal interviews should take place from the Clerk level downwards to facilitate the communication of the Council’s objectives.
7. The following chart represents the sequence of events followed by the appraiser regarding the three stages of the appraisal process:-

<b>The Appraiser and The Appraisee</b>	
<b>Preparation</b>	
Gathers	Relevant documentation including the mission statement, Council objectives
Completes	The Performance Review template.
<b>The interview</b>	
Asks for the employee’s comments	On their own performance based on their Self Appraisal Notes
Discusses with the employee and seeks to agree conclusions	On all sections of the Performance Review template
Completes	All sections and asks the employee to make general comments as well as sign and date the form
Summarises	Own general comments and signs and dates the form
<b>Follow-up</b>	
Keep notes	Of the follow-up actions required to facilitate the achievement of objectives/targets and/or general training and development needs
Gives	The Appraisal Interview Report to his/her manager for signature
Ensures	Follow-up action takes place as appropriate

8. The appraiser’s manager must sign and return the Interview Report Form to the Clerk. The Clerk will retain the original form securely after sending a copy to the employee. In the case of the Clerk the form will be retained by the **Chairman of the Council**
9. The Clerk will be responsible for collating the information provided on the Appraisal Interview Reports and, in particular, for identifying those training and development needs that are common to groups of employees and those that are key to the achievement of Council objectives. The Clerk will update the training and development plan in order to prioritise the provision of solutions for the identified needs.

10. The completed Appraisal Interview Report will be viewed as a working document and will be continually referred to and reviewed during the year. Where the objectives/targets agreed at the appraisal interview have changed, new objectives/targets should be agreed.

11. It is expected that in addition to the Annual Appraisal Interview a minimum of one interim review takes place throughout the year; ideally a review will occur quarterly.

### **Abuse of this policy**

Any abuse in the application of this policy will be dealt with in accordance with the Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

### **Alterations and amendments to this policy**

This policy does not form part of an employee's contract of employment. The Council reserves the right to amend or withdraw this Policy at its absolute discretion, in accordance with the needs of the council.

### **Additional information**

For further information, please contact **the Chairman of the Personnel & Governance Advisory Committee**.

- POLICY ENDS -

Date of Adoption:       xx/xx/xxxx

Date(s) of review:     xx/xx/xxxx

# STAFF PERFORMANCE REVIEW TEMPLATE



Date: xx/xx/xxxx

Attending:

## Headings for Discussion – to be undertaken by reviewee and reviewer:

1. Past 3/6/12\* months – Areas of success / achievement / done well
2. Past 3/6/12\* months – Areas where could have done better / didn't succeed
3. Past 3/6/12\* months – Learning Points/Areas for Improvement (maximum 3)  
(\* Delete others to leave relevant period under review)

---

## Reviewer Sheet: Draft Comments for Discussion (continue on separate sheet if needed)

**Overall Comment:**

**Areas of Achievement / Success**

**Areas where could have done better**

**Learning Points / Improvement Suggestions – to be agreed**

**Future Activity and Development**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_