



St Stephen in Brannel Parish Council

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Appraisal Policy¹

Introduction

St Stephen in Brannel Parish Council is committed to the support and development of all staff in order that they can perform and reach full potential in their role.

The Council believes that an important part of this commitment involves having a clear appraisal process in place. The process will ensure good communication between employer, managers and employees as well as helping improve the quality of working relationships, staff's motivation, job satisfaction and personal development.

What are appraisals?

ACAS define an appraisal as *"an opportunity to take an overall view of work content, loads and volume, to look back on what has been achieved during the reporting period and agree objectives for the next."*

When do appraisals take place?

The formal annual appraisal interview takes place in September however any exceptional performance or issues within an employee's role will be dealt with in the normal course of daily management.

Appraisal arrangements

The Chairman and Vice Chairman of the Employment & Cemeteries committee will undertake the appraisal interview of the Clerk & RFO.

The Chairman of the Employment & Cemeteries committee and Clerk will undertake the appraisal interviews of the Administrator and Operations Manager.

The Clerk and Operations Manager will undertake the appraisal interviews of the Sextons and Cleaners.

Those nominated to undertake the interview must be open minded and have no existing issue with the staff member. In addition, those nominated must be suitably trained prior to the interview. In the event of the aforementioned criteria not being met, the Employment & Cemeteries committee will appoint an alternative representative.

¹ Adopted by Full Council at the meeting held on Wednesday 2nd October 2019 under minute reference FPC232/19. Due for review in October 2022

Each staff member will be sent an invitation, along with a copy of the appraisal forms, to their interview five working days in advance.

The appraisal will take place in a location free from interruption and disturbance – this will normally be the Brannel Room.

Appraisal process

The appraisal interview will

- Compare job description to current role;
- Review the action points and objectives from the previous appraisal;
- Consider performance over the past year;
- Look at training and development needs;
- Set development actions points;
- Set new SMART (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imebound) objectives; and
- Record the agreed action points and objectives.

A written record of the interview will be kept by completing the appraisal form.

The completed appraisal form will be signed by those nominated to carry out the interview and by the staff member.

If the staff member is dissatisfied with the appraisal, they should put their concerns in writing for consideration by the Employment & Cemeteries committee.

Appraisal conclusion

Once the appraisal interview has taken place, the outcome together with any action points, objectives and training requests will be reported to the Employment & Cemeteries committee.

The Employment & Cemeteries committee will consider the report and put recommendations to Full Council.

The completed appraisal form will be placed on the staff members personnel file for future reference.

Reward Reviews

Reward reviews provide for salary increments, bonuses and similar to be awarded on the basis of a staff members performance. This will be considered by the Employment & Cemeteries committee at the same time as the appraisal report. Any decision made will be reported to individual staff members.

Appraisal Interview

Section 1

To be completed by the staff member prior to the interview

Consider your role. Do you feel that the job description adequately describes the job? What would you add or remove? Do you understand how your role contributes to the Council?

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Please look at the action points and objectives from your last appraisal - how did it go?

| Description Item | What did you achieve? | What problems did you face? |
|------------------|-----------------------|-----------------------------|
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Summarise your performance over the past year – please give examples when you feel your performance was exceptional and when things have not gone as well as you hoped.

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What would you like to achieve in the coming year and how can Council support you?

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Section 2

To be completed by the appraiser during the interview

Consider what the employee has written in Section 1 and make your own comments. Concentrate on areas where there are difficulties or disappointment noted, or where there is a specific wish to receive support in some form. The objectives should cover key aspects of the post holder's job. They should have direct relevance to the Society's aims and objectives for the next year.

Comment here on the overall performance. How did it go from the council's viewpoint? Do you agree with the assessment of achievements and problems? Are there any other areas which you would like to discuss?

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Note any development or training need requests. Are there any action points which should be added? How can Council support these requests?

- 1.
- 2.
- 3.
- 4.
- 5.

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Using SMART (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imebound) identify objectives for the coming year.

- 1.
- 2.
- 3.
- 4.
- 5.

Any other comments?

Section 3

To be completed by the staff member and appraiser during the interview

Using the matrix below, please rate performance over the past year giving reason for your score.

| Rating | Staff Member | Appraiser |
|---|--------------|-----------|
| A – Excellent <i>Objectives exceeded and competencies more than fully demonstrated</i> | | |
| B – Good <i>Objectives met and competencies fully demonstrated at required levels</i> | | |
| C – Unsatisfactory <i>Some objectives met but development plan required to help support fully meeting all objectives</i> | | |
| D – Poor <i>Performance unacceptable; objectives not met and competencies not demonstrated. Action required.</i> | | |

Signature of Staff Member

Signature(s) of Interviewer(s)

Date