

1. Introduction

It is the policy of Bonsall Parish 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 his or her performance reviewed. It 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.

Employees must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.

2. Setting objectives and performance review

The appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.

Performance reviews will cover all aspects identified in their job descriptions. Assessment will in particular 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
- business development
- achievement of targets
- For staff undertaking manual work, the Clerk should also review all relevant risk assessments and arrange for signature and provide copies to staff.

3. Pre-review process and responsibilities:

Before any appraisal interview, the appraiser should gain perceptions of performance by enquiries of colleagues and the line manager having any involvement with the staff member in question and will bear in mind observations from councillors and members of the public.

Appraisals will be carried out by the Clerk to the Parish Council, except for the Clerk's own appraisal which will be carried out by the Chair. Where the appraisal is of the Clerk to the Parish Council, the Chair will seek the views of all Councillors in the initial preparation stage.

4. Document template

All staff appraisals should be documented using the form in Appendix 1.

Implemented May 2016

Reviewed June 2018 Reviewed May 2020.

**APPENDIX 1: BONSALLPARISH COUNCIL
ANNUAL STAFF APPRAISAL FORM**

NAME OF EMPLOYEE	
POST HELD	
DATE OF APPOINTMENT	
REPORT FOR PERIOD	

Current Job	
Purpose of Job	
Description of duties	
Targets	

DETAILED ASSESSMENT OF PERFORMANCE OF DUTIES

- Markings
- A Well above the performance expected
 - B Consistently above the acceptable standard of the grade
 - C Generally achieves the acceptable standard of the grade.
Meets all the requirements of the job
 - D Not quite up to an acceptable standard, shows some general weaknesses
 - E Consistently below the acceptable standard
 - F Performance well below the expected level

(It should be noted the markings are an optional element depending upon the “type” of scheme a council wishes to adopt.)

1 Knowledge of Duties (Comments here)	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Quality of Work	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 Quantity of Work	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 Relations With Others	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 Communication Skills	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6 Manual/Numeric/Operational skills (where applicable)	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7 Supervision/Oversight of Staff (where applicable)	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTENDANCE and any specific factors affecting overall performance

Training and Qualifications
OVERALL ASSESSMENT <input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
Strengths
Weaknesses

Signature of Appraising Manager/Appraiser:	
Appraising Manager/ Appraiser:	
Length of time Appraising:	
Position Held:	
Date:	

ADDITIONAL COMMENTS	
Signature of Countersigning Manager (if any)	
Date:	

NOTES OF COUNSELLING INTERVIEW (including appraisee's responses)
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Interests and career aspirations

Comments (include here any out of line potential)

ACTION PLAN

Including action to be taken to improve performance on current job and specific development and training action by:

- | | |
|---------------------------|-------------|
| 1. the appraisee | target date |
| 2. the Appraising Manager | target date |
| 3. external sources | target date |

Appraisee's signature – I have been offered the facility to see this report and I agree that the above is an accurate record of the views exchanged in the counselling interview

Signature	
Signature of Appraising Manager	