

Haughton Parish Council

Appraisal Procedure

Purpose

The purpose of the appraisal is to provide employed members of staff with the opportunity to discuss issues of their employment and personnel development and to agree objectives for both staff and council for the next 12 months.

The appraisal is designed to be a developmental tool and should not be seen as judgemental in any way. In this respect performance appraisal is totally separate from salary review.

The appraisal will be between the Appraisee and the Appraiser and one other mutually agreed person. If the Appraisee is the clerk then the chairman the Appraiser. If the Appraisee is a member of staff then the clerk is the Appraiser.

Procedure

- 1 The appraisal cycle will be annually.
- 2 The Appraiser is the chairman or clerk dependent on the Appraisee.
- 3 The Appraisee will complete the appraisal form in advance of the appraisal and forward to Appraiser prior to the appraisal.
- 4 The Appraiser will complete their section of the form.
- 5 The resulting discussion and outcomes will be agreed and signed by both parties for the coming year.

Suggested Topics for Appraisal

Review targets from previous appraisal.

Review of current performance.

Discussion of achievements and concerns

Possible discussions of current job description

Objectives for next 12 months.

Summary and agreement.

The resultant completed form will be kept in the staff appraisal log together with a copy to each of the participants.

The appraisal is confidential between the parties and only items agreed by all parties will be reported to council.

Haughton Parish Council

Appraisal Form

Name

Date

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It is the Appraiser's responsibility to ensure a formal appraisal is carried out once every 12 months and that progress is monitored between appraisals.

Current Agreed Objectives	Date Achieved or On going

Appraiser's Comments on current objectives and Performance over the last 12 months

Appraisee's Comments on current objectives and Performance over the last 12 months

Training Requirements Identified

Objectives for next 12 months	Target Date

Other Comments

Appraisee Signature

Date

1st Appraiser Signature

Date

2nd Appraiser Signature

Date