GISLINGHAM PARISH COUNCIL

STAFF APPRAISAL POLICY FOR EMPLOYEES

Introduction:

Gislingham Parish Council currently has two employees:

- Clerk/RFO

Purpose of Appraisal:

To provide an opportunity for the **Clerk/RFO** and one or more members of the Parish Council to discuss performance against set objectives and examine the personal development of the **Clerk/RFO** within the organisation.

Furthermore, by auditing the strengths and weaknesses in the role of the **Clerk/RFO** suggestions for improvement can be made to/by the Parish Council.

This Appraisal Policy is designed to be a development tool and should not be judgemental. Performance appraisal is intended to be kept apart from any salary review processes.

The Appraisal Cycle:

The appraisal cycle will be annually and will be held in a mutually agreed location.

Identifying the Appraiser(s)

The appraisal process will be managed by the Parish Council and may contain a panel consisting of:

- ✓ Staffing Panel Chair
- ✓ Parish Council Chair
- ✓ One other Parish Councillor

Preparing for the Appraisal meeting:

The Appraiser(s) and **Clerk/RFO** will set a mutually agreeable date for the formal appraisal meeting.

To assist this process, the Appraisee should complete the "Preparation for Appraisal" Appraisee Form **(Addendum A).** This form is intended to support the process and will not necessarily form part of the finished appraisal documentation.

The Appraiser(s) will prepare for the appraisal by completing the "Preparation for Appraisal" Appraiser Form **(Addendum B).** Other Councillors may have an input before the appraisal meeting by completing **(Addendum C).** This form is also intended to support the process and will not necessarily form part of the finished appraisal documentation.

Conducting the Appraisal meeting:

Where possible or applicable, targets set from the previous year should be reviewed at this meeting.

The following will be key features of the Appraisal meeting:

- Agreement of the purpose of the meeting
- Joint review of performance evidence
- Discussion of achievements and concerns
- Review of Job Description (if applicable)
- Setting objectives (no limit)
- Summary agreement

Objectives should be SMART (Specific, Measurable, Achievable, Relevant and Time limited).

The results of the appraisal process will be recorded on the Performance Appraisal Form which is **(Addendum D)** of the Policy document. A copy of the form will be kept securely by both Appraiser and Appraisee.

Signed: *CFell* **Chair**

Approved by Gislingham Parish Council on: 20th July 2026

Date of next review: July 2028

ADDENDUM A

Preparation for Appraisal: Appraisee

Name: …….

Position held: …….

Appraisal date: …….

1. What aspects of the role do you feel that you do well?

……..

……..

2. Are there aspects of the role you find difficult/problematic?

……..

……..

3. How might such difficulties/problems be overcome?

……..

……..

4. What training (if any) do you feel would be of benefit to you?

……..

……..

5. What further support (if any) do you feel you need?

……..

……..

6. What areas do you think will be your main objectives in the next 6 to 12 months?

……..

……..

ADDENDUM B

Preparation for Appraisal: Appraiser(s)

1. What are the Council's main requirements of the **Clerk/RFO** role? (needs to align with the Job Description)

……..

……..

2. What are the employee's strengths/accomplishments in relation to this role?

……..

……..

3. Are there any problems/difficulties? (be prepared to cite examples an evaluate performance against objectives)

……..

……..

4. What are the main objectives of the Council for the forthcoming 12 months?

……..

……..

5. How do you think the **Clerk/RFO** help the Council to achieve these objectives?

……..

ADDENDUM C

Clerk/RFO Appraisal Form:

Name: …….

Date: …….

Note: All Councillors, not just those carrying out the Appraisal, may contribute to these answers which are intended to inform the discussion at the Appraisal meeting.

The purpose of the Council's appraisal process is to assess performance against agreed objectives and to identify training needs to ensure that Staff reach their potential.

Any Appraisal is confidential and will involve the **Clerk/RFO**, Chair of the Council and Chair of the Staffing Panel.

It is the Chair of the Staffing Panel responsibility to ensure that the formal appraisal is carried out on an annual basis and progress is monitored in between formal appraisal.

CURRENT OBJECTIVES	**DATE ACHIEVED OR ONGOING ACTIVITY**
……..	……..
……..	……..
……..	……..

Chair/Staffing Panel Comments on current objectives and performance over the last 12 months.

Training needs identified.

……..

……..

……..

ADDENDUM D

Performance Appraisal Form:

Appraisee: …….

Appraiser(s): …….

Appraisal review period: …….

Appraisal meeting date: …….

1. Identify the key areas of the role

……..

……..

2. Review achievements and concerns during the appraisal review period

……..

……..

3. In the light of the appraisal, identify any changes to the key area of the role and make recommendations for any appropriate amendments.

……..

……..

4. Identify the main objectives for the next 12 months including future development and training.

……..

……..

5. Summary

……..

……..

Appraiser(s) Signature: ……. ……..

Appraisee Signature ……..

ADDENDUM D Con/d

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

1. Knowledge of Duties	A	B	C	D	E	F
(Comments)						

2. Quality of Work	A	B	C	D	E	F
(Comments)						

3. Quantity of Work	A	B	C	D	E	F
(Comments)						

4. Relations with Others	A	B	C	D	E	F
(Comments)						

5. Communication Skills	A	B	C	D	E	F
(Comments)						

6. Manual/ Numeric/ Operational skills (where applicable)	A	B	C	D	E	F
(Comments)						

7. Supervision/ Oversight of Staff (where applicable)	A	B	C	D	E	F
(Comments)						

ATTENDANCE and any specific factors affecting overall performance

Training and Qualifications achieved in the reporting period

OVERALL ASSESSMENT	☐ Acceptable	☐ Not Acceptable

Strengths

Weaknesses

Interests and Career Aspirations

Comments (include here any out of line potential)

Signature of Appraising Manager/ Appraiser(s)	
Appraising Manager/ Appraiser(s)	
Length of time Appraising	
Position Held	
Date:	
ACTION PLAN Including action to be taken to improve performance on current job and specific development and training action by: The appraisee Target date The Appraising Manager Target date 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	