

Performance and Appraisal Policy

Adopted:	April 2026
Next Review:	April 2027

Introduction

This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly.

A performance appraisal gives individual employees and their appraiser an opportunity to review performance, work content, loads and volume, to look back on what has been achieved during the past year then agree future objectives. It is also the time an employee can agree personal objectives, and any learning and development requirements which may help.

The appraisal system is designed to:

- Be a positive process
- Raise the quality of services provided by motivating
- Increase job satisfaction
- Identify appropriate training and development requirements

Policy Aims

Collingham Parish Council (CPC) recognises that employees perform most effectively when they have clear expectations of their job role and purpose, their own targets or objectives, and of the wider aims of CPC.

The policy aims to ensure that employees:

- Know what is expected of them i.e. the required standard of performance and how they should do their jobs.

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- Receive feedback which aims to improve and develop performance and recognise their achievements.
- Identify areas where improvement is required and training and development needs.
- Have a mutually agreed plan to achieve both development goals and employee career development.

Roles and Responsibilities

CPC is responsible for:

- Setting sustainable standards.
- Providing advice and guidance on implementing the policy.
- Ensuring that appropriate training and development is available for employees.
- Holding an appraisal meeting and an appraisal review each year.
- Appraising employees in a fair and objective manner against agreed objectives and action plans.
- Following up actions arising from appraisals.
- Ensuring that a written record of the appraisal meetings is completed.
- Informing employees how the appraisal scheme works and how it will affect them.

Appraisal Process

Self-assessment

Employees must be informed of the appraisal at least 4 weeks before the appraisal meeting. A copy of the appraisal self-assessment form should be given to the employee so the employee has an opportunity to contribute.

A copy of the completed self-assessment form should be returned to the appraiser 1 week before the appraisal one-to-one meeting.

Appraisal Performance

The appraiser will use the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance this will set the measure for performance over the next year.

The one to one meeting

The appraisal one-to-one meeting will be carried out in private so as to provide for confidentiality. Sufficient time will be allocated so that the meeting is unhurried and any discussion is properly considered. However, it must be understood by the employee and the appraiser that information discussed in an appraisal may need to be disclosed to others.

The one-to-one form should be used to record an appraisee/appraiser meeting. The appraiser should complete this form at, or immediately following the meeting, ensuring that it is signed by both themselves and the appraisee. A copy will be given to the employee.

The Appraisal Record

When an appraisal is completed, it should be recorded using the appraisal form. This form should be completed by the appraiser and countersigned by the employee and the appraiser so the employee is aware of the competencies that are critical for effective performance of that role. A copy of the form should be given to the employee as soon as possible.

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective CPC has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the CPC by learning from experience and the use of established reviews.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the CPC to see that all members receive notice. Written notice and/or training will be considered.