



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre - Sandy Hill
Reedings, Moulton, Northants, NN3 7AX
t: 01604 642202
e: info@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

Appraisal Policy

Moulton Parish Council uses appraisals to help employees achieve their full potential and for the employer to continue to monitor performance to achieve its goals and improve the quality of facilities and services it provides. An appraisal interview is an opportunity to take an overall look at work content and volume, look back at what has been achieved, agree objectives for the future and consider what development needs the employee may have for the year ahead.

Moulton Parish Council welcomes the continued involvement of employees in implementing this policy.

1. Purpose and Scope

The main purposes of the appraisal system are as follows:

- Performance: to provide a clear statement on how staff are performing, to see whether further progress can be made, and consider what help might be given to build on strengths.
- Responsibilities: to record present and future responsibilities.
- Personal development to look at future work and identify opportunities for development and training, to benefit one's career and to maximize the contribution to the organisation.
- Communication: to ensure that ideas and views are shared.
- Future work: to plan work priorities and objectives for the next year and consider solutions to problems.

This policy provides guidance:

- to employees on how the appraisal process works.
- to managers on who carry out appraisal.
- on how performance is managed at Moulton Parish Council.

2. Who Appraises Whom?

The annual appraisal process correlates with the line management structure. The Chairman and Vice Chair appraise the Executive Officer.

3. Key Features of an Appraisal

An appraisal should take into consideration the following factors:

- (a) Openness – An appraisal should be open from both parties' perspective and an employee should be privy to all comments made by an employer during or after an appraisal process.
- (b) Confidentiality - the appraiser(s) and appraisee only will see the appraisal record.

- (c) Objectives – Objectives set during the appraisal should be objective and understood by both appraisers and appraisee and be based upon actual conduct and performance rather than personalities or subjective criteria.
- (d) Forward-looking - the main value of reviewing past performance is to identify matters which can be built upon, problems that can be tackled by the Council or by training, and new opportunities.
- (e) Positive - problems, difficulties and mistakes should be discussed openly so that solutions can be found, training offered, or defective systems improved.
- (f) Two-way conversation - appraisees are encouraged to contribute frankly in assessing their performance and goals.
- (g) No surprises – New information should not be introduced at an annual appraisal. Issues relating to employee conduct or performance will be raised throughout the year.

4. Procedures for Appraisals

- a) Agree a date: The Council and employee will agree between themselves a date for the appraisal to take place giving at least 5 working days' notice.
- b) Documents: the appraisee and appraiser need the following documentation to hand at the appraisal:
 - job description.
 - written objectives set previously (if any).
 - record of previous appraisal (if any).
- c) Preparation: both the appraisee and appraiser should spend time planning what they want to discuss.
- d) The venue: Both parties should be agreeable to the venue of the appraisal, which should ideally be in a quiet place and away from other distractions.
- e) The interview: Conducted by the appraiser(s) in an informal atmosphere. The appraiser should begin by explaining the scope of the interview and then encourage the appraisee to comment on performance, training, development and future objectives and to suggest solutions to any problems. The appraiser should take notes.
- f) Writing up: The appraiser should write up a report of the interview and give a copy to the appraisee at the conclusion of the appraisal or as soon as possible thereafter.
- g) Signature: The completed form should be given to the appraisee to consider, adding any comment and to sign it and the appraisee should then return it to the appraiser.
- h) Records: The appraisee and appraiser will retain a copy of the completed appraisal form.
- i) Follow up: The appraiser is responsible for ensuring that any further action is taken as agreed at the appraisal.

5. Timings

The appraisal interview will be conducted annually.

6. Deficiencies/Unsatisfactory Performance

Any deficiencies or unsatisfactory performances noted will result in an action plan agreed between the appraiser and the appraisee.

7. Setting Objectives

Objectives provide framework for the coming year's work. They should be agreed between appraiser and appraisee.

8. Related Documents

This policy applies to all employees of Moulton Parish Council and should be read in conjunction with our other policies and procedures. These policies have been written with the needs of the employee at the centre, and the Council recognises that employees who are happy and well at work will perform at their best. Please refer to additional workplace policies and documents:

- Staff Appraisal Form (Appendix D)
- Dignity at Work Policy
- Equality, Diversity and Inclusion Policy

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: August 2024
Review Due: January 2025