



Yatton Parish Council

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OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham

Performance Appraisal Policy, adopted October 2015, re-adopted February 2020, June 2024. Next Review July 2027.

Appraisal Policy

Yatton Parish Council is committed to supporting every employee to reach their potential and achieve their personal goals. This in turn will assist the Parish Council to achieve its objectives.

The performance appraisal policy supports the performance appraisal scheme. The scheme is a formal process centred on an annual meeting of each employee and their line manager to discuss his/her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organisational goals and objectives.

Core Principles of the Appraisal Policy

1. The appraisal process aims to improve the effectiveness of the Parish Council by contributing to achieving a well-motivated and competent workforce.
2. Appraisal is an ongoing process with an annual formal meeting to review progress.
3. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual and of the organisation are being met and will be met in the next year.
4. The appraisal discussion will review the previous year's achievement, and will set objectives and an agreed Personal Development Plan for the coming year for each member of staff.
5. All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
6. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
7. The appraisal process will provide management with valuable data to assist succession planning.

8. The appraisal process will be a fair and equitable process in line with our Equality Policy.

Performance Appraisal Implementation

The Clerk will be appraised by members of the Finance, Personnel & Administration Committee. Other staff will be appraised by the Clerk. A member of the Staffing Sub-Committee may sit in as an observer at the appraisal of other staff.

An appraisal form is available from the Clerk. This allows for an additional self-appraisal by the employee and comments by the appraiser(s) following the appraisal discussion, along with space for agreed objectives and development needs for the coming year.

Performance appraisal discussions will be held over a designated 4 week period on an annual basis. They will be arranged by the Clerk. The clerk will also provide the opportunity for an additional 6 month verbal appraisal review, mid-year and other informal reviews as necessary throughout the year.

The discussion will be held in private. Confidentiality of appraisal will be respected.

The appraiser(s) will be expected to be familiar with the appraisee's work.

The Appraisal Discussion

The appraisal discussion will allow an opportunity for both the appraisee, and the appraiser(s) to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in his/her role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.

The discussion should be a positive dialogue and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.

The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with.

The appraisee and appraiser(s) should agree on objectives and on a Personal Development plan for the appraisee for the following year. This will reflect the appraisee's aspirations and the organisation's requirements and should align personal and organisational goals. The Parish Council and the Clerk will support the individual to achieve these goals during the forthcoming year.

Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.