

# Staff Appraisal Policy

**Last Reviewed: 20<sup>th</sup> September 2021**

As adopted 5<sup>th</sup> October 2021

Minute ref: 6.7

There should be annual staff appraisals with the following objectives:

- Assessment of past performance and the improvement of future performance
- Assessment of future potential
- Assessment of training and development needs.

Appraisals should be a light touch appraisal with an agenda that would compare performance with job description.

Appraisals should not introduce any new items that have not been previously discussed, eg disciplinary matters.

Members of staff should use the form to prepare for the Appraisal meeting and provide evidence of performance including copies of training certificates, qualifications attained during the appraisal period.

The Clerk should appraise any staff members (as at October 2021 there are none).

The Council will appoint two Councillors to carry out the Clerk's annual appraisal on the anniversary of appointment.

The appraisal reports should be signed and agreed by both parties and filed in the staff files.

A report should be given to the full Council (or staffing-related committee if there is one) stating that the appraisals have been carried out, along with any recommendations.

The appraisal form will also be used as the basis for probationary reviews.

The appraisal form is at Appendix A.

# Appendix A – ANNUAL STAFF APPRAISAL FORM

|                     |  |
|---------------------|--|
| NAME OF EMPLOYEE    |  |
| POST HELD           |  |
| DATE OF APPOINTMENT |  |
| REPORT FOR PERIOD   |  |

|  |
|--|
| <p>Current Job –</p><br><p><b>Purpose of Job –</b></p><br><p><b>Description of duties</b><br/>As per job description</p> |
|--|

## DETAILED ASSESSMENT OF PERFORMANCE OF DUTIES

- |          |  |
|----------|--|
| Markings | <ul style="list-style-type: none"> <li>A Well above the performance expected</li> <li>B Consistently above the acceptable standard of the grade</li> <li>C Generally achieves the acceptable standard of the grade.<br/>Meets all the requirements of the job</li> <li>D Not quite up to an acceptable standard, shows some general weaknesses</li> <li>E Consistently below the acceptable standard</li> <li>F Performance well below the expected level</li> </ul> |
|----------|--|

|                       |                          |                          |                          |                          |                          |                          |
|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 Knowledge of Duties | A                        | B                        | C                        | D                        | E                        | F                        |
|                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (Comments)            |                          |                          |                          |                          |                          |                          |

|                   |                          |                          |                          |                          |                          |                          |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 2 Quality of Work | A                        | B                        | C                        | D                        | E                        | F                        |
|                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (Comments)        |                          |                          |                          |                          |                          |                          |

|                    |                          |                          |                          |                          |                          |                          |
|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 3 Quantity of Work | A                        | B                        | C                        | D                        | E                        | F                        |
|                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (Comments)         |                          |                          |                          |                          |                          |                          |

|                         |                          |                          |                          |                          |                          |                          |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 4 Relations With Others | A                        | B                        | C                        | D                        | E                        | F                        |
|                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (Comments)              |                          |                          |                          |                          |                          |                          |

|                        |                          |                          |                          |                          |                          |                          |
|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 5 Communication Skills | A                        | B                        | C                        | D                        | E                        | F                        |
|                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (Comments)             |                          |                          |                          |                          |                          |                          |

ATTENDANCE and any specific factors affecting overall performance

Training and Qualifications achieved in the reporting period

OVERALL ASSESSMENT

Acceptable

Not Acceptable

Development Needs

**ACTION PLAN**

Including action to be taken to improve performance on current job and specific development and training

Appraisee's comments:

Signature

Signature of Appraiser(s)

Date