

Old Catton Parish Council

Performance Appraisal Procedure

1. Purpose

Old Catton Parish Council is committed to supporting employees to achieve and maintain high standards of performance whilst providing opportunities for personal and professional development.

The purpose of the appraisal process is:

- Review performance over the appraisal period;
- Recognise achievements and good performance;
- Discuss workload, wellbeing and any challenges experienced;
- Identify training and development needs;
- Agree objectives for the forthcoming appraisal period; and
- Encourage open and constructive communication between employees and their manager.

The appraisal process is intended to support employees and should not be regarded as a disciplinary or capability procedure.

2. Scope

This procedure applies to all employees of Old Catton Parish Council.

3. Frequency

Performance appraisals will normally be undertaken annually.

Where appropriate, additional review meetings may be held throughout the year to monitor progress against agreed objectives or to provide additional support.

4. Preparation

Prior to the appraisal meeting:

- The employee will be issued with an Employee Self-Assessment Form;
- The employee should complete and return the form to their manager no later than two weeks before the appraisal meeting;
- The manager will review the self-assessment and prepare the Appraiser's Performance Appraisal Form before the meeting.

Both the employee and the manager should use the preparation period to reflect on achievements, challenges, development needs and future objectives.

5. The Appraisal Meeting

The appraisal meeting is intended to be a constructive two-way discussion.

Topics will normally include:

- Performance against the duties and responsibilities of the role;
- Achievements during the appraisal period;
- Strengths and areas for development;
- Workload and wellbeing;
- Communication and working relationships;
- Training and development undertaken;
- Future career aspirations (where appropriate);
- Objectives for the next appraisal period; and
- Any support required from the Council.

Employees are encouraged to contribute openly throughout the discussion.

6. Performance Assessment

Performance will be assessed against the agreed objectives and capability criteria contained within the Appraiser's Performance Appraisal Form.

The assessment should take account of:

- Consistency of performance;
- Quality of work;
- Reliability and attendance;
- Contribution to the team;
- Demonstration of the Council's standards and values; and
- Overall contribution throughout the appraisal period.

Where appropriate, an overall performance rating will be agreed and recorded.

7. Development Objectives

At the conclusion of the appraisal meeting, development objectives will be agreed for the forthcoming appraisal year.

Objectives should be:

- Specific;
- Achievable;

- Relevant to the employees role; and
- Capable of being reviewed at the next appraisal.

Training or other support required to achieve these objectives should also be identified.

8. Confidentiality

Performance appraisal documentation forms part of the employee's confidential personal record.

Completed appraisal forms will be processed and retained in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Council's Data Protection Policy and Records Retention Policy.

9. Monitoring

Managers should provide regular feedback throughout the year and not rely solely upon the appraisal process.

Where circumstances change significantly during the year, objectives may be reviewed and amended by agreement.

10. Review of procedure

This procedure will be reviewed periodically by the Council to ensure that it remains effective, fair and reflects current employment legislation and best practice.

This procedure was approved and adopted by the Parish Council on .