STILTON PARISH COUNCIL
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Appraisal Policy

Introduction
Performance and development appraisals covering all employees are delivered throughout the organisation on an annual basis.
The purpose of the Performance and Development Appraisal process is:

- to develop and support all employees to do their job well to deliver the Council's priorities for the benefit of our community
- to ensure that the organisation has the right skills in the right place at the right time and to the required capacity to deliver services to agreed standards
- to ensure that Stilton Parish Council works efficiently to deliver effective and efficient services

All appraisals will need to be completed in February to feed any budget considerations into the budget review cycle. Staff hour needs will be reported on by the RFO at the October FGPC meeting to allow for accurate precept setting.

All performance and development appraisal procedures must ensure that the Council's vision, values and objectives are translated into personal objective to ensure that all employees can see and understand that the objectives they are set contribute to the Council's success as a whole.

Appraisers must ensure that all appraisal processes are fair and equitable for all appraises and that they are applied in line with the Council's Equality and Diversity Policy and Guidance.

Formal disciplinary and grievance issues are not to be part of any appraisal procedure and will be dealt with separately. It is important that any issue concerning poor performance is recorded in the appraisal meeting documentation in order that any formal monitoring of performance is not undermined by contradictory messages being given to the employee.

This policy aims to create a performance management framework to ensure that all employees:

- have an annual face to face performance and development appraisal meeting which is reviewed annually
- know what is expected of them in terms of the standard of their performance from the beginning of their employment
- are set appropriate objective to achieve over the following year
- are made aware of any areas in their work not to the required standard
- receive recognition for their achievements
- receive feedback on a regular basis which aims to improve and develop their performance
- identify their learning and development needs and aspirations
- are able to identify skills and knowledge development needs

New starters
All new employees will be set objectives in an initial performance and development plan within one month of starting. These objectives will be monitored over the first 6 months of their employment through the Probation Procedure

Long term absences including maternity/adoption leave
If employees are absent during an appraisal year, objectives and timescales should be reviewed to accommodate the absence where possible. Absences due to a disability or maternity/adoption should not affect the overall outcome of the appraisal.

Mitigating Circumstances

There may be occasions where an employee is unable to achieve an objective/objectives they have been set due to issues outside of their control. Managers need to take this into consideration and disregard that objective or objectives if there were issues outside of their control, which meant they could not achieve the objective/objectives.

Objective setting

- Individual performance objectives should relate to the overall objectives of the service area.
- Objectives set will be in line with the responsibility level and scope of work outlined in the appraise's current, up to date job description.
- Significant changes to objectives and action plans should be discussed with the individual employee and confirmed as and when they arise.
- Performance against objectives should be assessed by objective evidence and both appraiser and appraisee share the responsibility for monitoring progress on the agreed objectives.
- Long term-planned absences will be factored into the objective setting timescales and, where appropriate, a performance and development appraisal will be held before the absence starts.

Recording

A record of appraisal meetings will be kept. They can be typed into the appraisal form or written on a printed copy. The Parish Council will ensure the confidentiality of all records

Support

Appraisers will ensure that they ask the appraisee if they need any additional support or equipment in order to perform their role effectively. This may be ICT equipment, flexible working arrangements or whether any reasonable adjustments are needed or are still appropriate, if already in place, to support a disability.

Policy Review

Reviewed: 12 May 2025 (agenda item PC108/26)
Next review date: May 2027