# Harling Parish Council Appraisal Policy & Procedure

 **Aims of Policy**

 The purpose of an appraisal scheme is to provide an opportunity for staff and a member of the Parish Council to discuss performance against set objectives and examine the personal development within the organisation.

In addition, by auditing the strengths and weaknesses in the role staff, suggestions for improvement can be made to the Parish Council. The appraisal scheme is designed to be a developmental tool and should not be seen as judgemental in any way.

In this respect performance appraisal is kept apart from any salary review process. This appraisal will be in person arranged between the Clerk and the Personnel working group, and the Clerk and members of the grounds staff.

 **Procedures**

1. The appraisal cycle will be annual.

2. It will normally begin at the start of the financial year.

3. The appraisal process will be managed by the Parish Council Chairman and the Clerk

4. The Chairman/Clerk will complete the form with comments from the working group.

6. If all agree on all aspects of the appraisal then this will be signed off and as completed for the year with staff being given the opportunity to make comment.

**Substance of the Appraisal**

 1. Targets set from the previous year will be reviewed.

2. Joint review of performance evidence

3. Discussion of achievements and concerns

4. Review of job description (if applicable)

5. Setting objectives (no limit on number)

6. Summary and agreement Objectives should be SMART (specific, measurable, achievable, relevant and time bounded). The results of the appraisal process will be filed and forms part of this Policy document.

Policy adopted at full Council meeting July 2022