HOLBROOK PARISH COUNCIL
STAFF APPRAISAL POLICY

Introduction.

1) It is the policy of Holbrook Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed.

2) The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees. It must include agreed steps to improve performance.

Frequency:

3) Once an employee's probationary period is complete, they must continue to have the opportunity to discuss their performance with their line manager. As a minimum this will happen annually.

Content:

4) Performance reviews will cover all aspects identified in the employees' job descriptions.

5) Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.

6) Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.

Process:

7) The line manager will carry out appraisals. Where the appraisal is of the Parish Clerk, this will be the Chair of Council and/or Vice Chair of the Council. Where the appraisal is of the Community Caretaker, this will be carried out by the Parish Clerk.

8) Once the appraisal process has been concluded the Chair of the Council will provide a summary of the appraisal to the full Parish Council and it will be noted in the minutes that this has been carried out.