

Performance Review Policy.

Stowe-by-Chartley Parish Council.

Purpose of appraisal:

To provide an opportunity for the Clerk/Employee and one or more members of the Employment Committee to discuss performance against agreed objectives and support the personal development of the Clerk/Employee consistent with the needs of the organisation.

Appraisal Policy:

1.1. It is the policy of Stowe-by-Chartley Parish Council that staff performance should be reviewed in line with the guidance set out below (which is based on NALC guidance).

1.2. All staff should have a review at least once a year. In the case of the appointment of a new Clerk the review should take place before the end of the probationary period, either at 3 or 6 months after the date of appointment.

1.3. The review for the clerk will be carried out by the Employment Committee as agreed by Full Council.

1.4. Performance will be reviewed against the Agreed Objectives/Targets set at the previous review (if possible) and the appropriate job description.

1.5. Reviews will be documented using the Performance Review /Appraisal Documentation given in Appendix A.

1.6. Incremental salary increases are dependent on a satisfactory performance review

1.7. Records of the performance review are confidential to the staff member and their Appraiser(s). However, Full Council will be informed whether satisfactory performance has been achieved and any proposed objectives for the year ahead for the next year are aligned with the council's strategic plan. (where possible)

Appraisal Process:

2.2 Preparation for the appraisal process will be as detailed in the *Appraiser Checklist*.

2.1 The timetable for the Annual Cycle of Review shall be as given below:

Month	Action
March	Performance Review. First with Clerk then other employees.
May	Remuneration recommendations.
October	Review of Councils Strategic Plan.
November	Council Objective setting - Budget Meeting

2.3 The Scheduling of the review will be:

- Date and time set for the review which suits both parties
- At least two weeks before the date of the review the *Employee Pre-appraisal Form* is issued to the appraisee giving a minimum of one week to complete.
- At least two weeks before the date of the review Councillors are requested to send their contributions to the review to the Appraiser, if any.
- One week before the date of the review the completed *Employee Pre-appraisal form* is sent to the Appraiser. This is the end date for Councillors contributions.
- The Appraiser(s) complete the *Appraiser Pre-appraisal form* in preparation for the meeting.
- At the Meeting complete the *Clerk/Employee appraisal form*, agreed and signed by both parties.
- At the next Full Parish Council Meeting report whether the review was satisfactory and any objectives for the next year are aligned with the councils strategic plan where one exists
- Copies of the above mentioned Forms will be kept securely by the Clerk and Appraiser.

The completed documentation in Appendix A is to support the appraisal process and remains confidential to the appraised and appraiser(s).

2.4 The Performance Review process is solely concerned with improving the effectiveness of the working of the council. **It is important that it does not drift into disciplinary matters that will be dealt with in accordance with employment legislation and NALC Guidance.**

Confidentiality and GDPR:

Discussions, notes and records arising from the appraisal process shall be regarded as confidential. All Employment Committee discussions shall take place in the absence of members of the public as provided for in the Standing Orders.