NORTHAW & CUFFLEY PARISH COUNCIL
7 Maynard Place, Cuffley, Herts, EN6 4JA
Telephone: 01707 875825

Civility & Respect
IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Staff Performance Appraisal Policy

1. Scope

This policy applies to all employees of Northaw & Cuffley Parish Council ("the Council").

2. Policy

The Council's policy is that each employee will be appraised annually. The summary of this appraisal should fairly represent the discussions during the review and be treated as a working document throughout the year. The Council's appraisal scheme aims to:

- Assist staff in performing their roles to the best of their ability, enhancing job satisfaction and contributing to the Council's objectives.
- Identify individual training and development needs.
- Highlight the potential for employees to grow within their current or future positions.

3. Procedure

a) Appraisal Timing

- Appraisals will be conducted annually, typically in October. New or newly promoted employees will have their first appraisal in their third month of employment, followed by a review at the end of their probationary period.

b) Responsibility for Appraisals

- The Clerk will ensure that all staff appraisals are carried out. Appraisals will be conducted by the employee's line manager on a one-to-one basis. For the Clerk, two members of the Staffing Committee, including the Chairman of the Council where possible, will carry out the appraisal after seeking input from other councillors.

c) Preparation for Appraisal

- Before each appraisal, the appraiser will prepare:
  - The previous year's Appraisal Interview Report.
  - A new Appraisal Interview Report.
  - Self-Appraisal Notes for the employee.
- The appraiser will arrange the appraisal meeting, giving the employee at least five working days to complete their Self-Appraisal Notes and review the documents.

d) Appraisal Process

- The appraisal interview will begin with the employee providing their self-assessment, followed by a discussion based on the Self-Appraisal Notes. Both parties will work to agree on conclusions across all sections of the Performance Review template.

- After the interview, the appraiser will:
  - Complete the Appraisal Interview Report, including the employee's comments and signature.
  - Provide their own general comments, sign the form, and summarize follow-up actions.

5. Follow-up Actions

The appraiser will ensure any follow-up actions, such as training or development needs, are identified and recorded. The manager of the appraiser will sign the completed report, which will then be securely retained by the Clerk (or by the Chairman of the Council for the Clerk's appraisal).

6. Reporting and Training Needs

The Clerk will collate information from the Appraisal Interview Reports to identify common training needs and update the training and development plan to address those needs.

7. Working Document

The Appraisal Interview Report is treated as a working document and may be reviewed throughout the year. If agreed objectives/targets change, they should be revised during the year.

8. Interim Reviews

In addition to the annual appraisal, at least one interim review should occur to track progress against objectives.

9. Abuse of Policy

Any misuse of this policy will be dealt with according to the Council's Disciplinary Policy and may result in disciplinary action, up to and including dismissal.

10. Amendments to Policy

This policy does not form part of the employee's contract of employment. The Council reserves the right to amend or withdraw the policy at its discretion to meet the needs of the Council.

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PERFORMANCE APPRAISAL FORM

Employee Name	
Job Title	
Date of appraisal	
Appraiser	

Section 1: Review of Performance (Previous Year)

- Key Achievements:
  - _____
  - _____
- Areas for Improvement:
  - _____
  - _____
- Key Objectives Set in Previous Appraisal:
  - Objective 1: _____
  - Objective 2: _____
  - Objective 3: _____

Have objectives been met?
☐ Yes ☐ No (If No, explain)

Section 2: Employee's Self-Appraisal

- What do you feel has gone well this year?

  _____
  _____

- What challenges have you faced?

  _____
  _____

- What additional support or training do you feel would help you?

  _____
  _____

Section 3: New Objectives for the Coming Year

- Objective 1: _____
- Objective 2: _____
- Objective 3: _____

Training & Development Needs Identified:

Section 4: Appraiser's Comments

- **Overall Performance Review**:

- **Employee's Potential for Development**:

Section 5: Signatures

Employee's Signature: _____ Date: _____

Appraiser's Signature: _____ Date: _____

Appraiser's Manager's Signature: _____ Date: _____

This form will be securely retained by the Clerk and will be used as a working document throughout the year.