



## **Staff Performance Review Policy**

### **REVISION DATE**

February 2022

### **REPLACES POLICY**

New Policy

### **POLICY STATEMENT**

This policy sets out the policy to ensure there is compliance with legislation and continuity of procedures in Staff Performance Reviews.

### **PROCEDURE**

Goostrey Parish Council is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organisation to achieve its objectives.

The performance appraisal policy supports the performance appraisal scheme. The scheme is a formal process centred on an annual meeting of each employee and their line manager to discuss his/her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organisational goals and objectives.

### **Core Principles of the Performance Review Policy**

1. The performance review process aims to improve the effectiveness of the organisation by contributing to achieving a motivated and competent workforce.
2. Performance review is an ongoing process with an annual formal meeting to review progress.
3. The performance review discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the organisation are being met, and will be met in the next year.
4. The performance review discussion will review the previous year's achievements and will set an agreed Personal Development Plan for the coming year for each member of staff.
5. All directly employed employees who have completed their probationary period are required to participate in the performance review process.
6. The performance review process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
7. All staff will receive guidance for the performance review process.
8. The performance review process will be a fair and equitable process in line with our Equality Policy.

### **Performance Review Implementation**

Performance review discussions will be held over a designated 4 week period on an annual basis. They will be arranged by the appraisee's line manager (or in the case of the Clerk the Staff Committee). Line managers are encouraged to provide the opportunity for an additional 6 month verbal performance review, mid-year and other informal reviews as necessary throughout the year.

The discussion will be held in private. Information shared during the review will be shared only with members of the Staff Committee. The exception is training needs, that will be provided to the Staff Committee for action. Confidentiality of performance reviews will be respected.

The appraiser (usually the employee's line manager or in the case of the Clerk at least two nominated member of the Staff Committee) will be expected to have successfully completed appraiser training, and to be familiar with the appraisee's work.

All performance review documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.

A time and venue for the discussion will be advised at least one week before the meeting takes place.

### **The Performance Review Discussion**

The performance review discussion will allow an opportunity for both the appraisee, and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in his/her role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual, and any factors which may have caused these goals or timescales for achieving goals to change.

The discussion should be a positive dialogue and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.

The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self-assessment.

The appraisee and line manager (or in the case of the Clerk the Staff Committee) should agree on a Personal Development plan for the appraisee for the following year. This will reflect the appraisee's aspirations and the organisation's requirements and should align personal and organisational goals. The organisation and the line manager will support the individual to achieve these goals during the forthcoming year.

Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

### **Training and Monitoring**

The Council is responsible for the performance review process and shall ensure that appraisers and appraisees are adequately equipped and trained to undertake the performance review.

### **IMPLEMENTATION**

The policy and process will be implemented by the Clerk and the Council.

### **MONITORING**

The policy and process will be monitored by the Clerk and the Staff Committee.

### **POLICY APPROVAL**

Council Minute 02.22.13 Staff Performance Review Policy/Procedure

### **POLICY REVIEW DUE**

February 2025