



NASH MILLS
PARISH COUNCIL

Appraisal scheme v3

Adopted	Feb 2022
Agenda Reference	22/031/FPC
Review Date	April 2028 (unless legislation changes)

1. Purpose of the Scheme

The Nash Mills Parish Council Appraisal Scheme is designed to promote improvement and development by reviewing past performance and goals achieved and looking ahead to set achievable objectives.

The Scheme aims to help both staff and the Council: -

- ensure that staff are clear about the Council's aims and objectives and the part they are expected to play in achieving them.
- review performance over the past year (or at probation period end), discuss strengths and weaknesses and find ways of resolving any problems that may have arisen in the job.
- agree key tasks and performance objectives for the next year and an action plan for the year ahead including any personal and technical training or development needs; and
- regularly review progress.

The appraisal scheme centres around the annual appraisal meeting which formally assesses and records staff performance, potential and development needs and facilitates a review of work content and volume, the achievements of the past year and joint agreement of objectives for the following year.

Appraisal should be seen therefore in a positive light as a way of the Council helping staff development whilst enhancing their contribution to the Council's success. Staff can and should therefore be open and frank in their approach and participation in the review process.

2. Objectives and Benefits of the Scheme

The objectives of the appraisal scheme: -

- **Service Quality** - to enhance the quality-of-service delivery by the Council through regularly reviewing performance and encouraging staff to achieve high standards of performance against clear achievable objectives.
- **Performance Review** - to give staff and the Council an opportunity to discuss how well they are performing and to see where improvements can be made or how strengths can be built on to enable more effective performance.
- **Review of Training and Development Needs** - to enable staff and the Council to predict the level and type of work that will be required to do in the future and determine how they can be best developed for their career and to maximise the contribution to the Council. One of the outcomes from the appraisal may be a development plan that sets out what training the individual should undertake to enhance their performance in role or to develop skills and knowledge for the future.

The benefits of the appraisal scheme may be defined as:-

(a) for the staff member it serves to: -

- provide clarification of job purpose and role
- provide recognition of commitment to work and the Parish Council
- review objectives and receive recognition for achievements
- agree priorities
- receive constructive feedback
- identify and resolve any problem areas or weaknesses
- improve job performance and communication
- identify and agree future training needs and development plans.

(b) for the Council it serves to: -

- provide a formal vehicle through which to monitor work
- identify any performance problems
- improve communication
- jointly formulate solutions to problems
- provide positive feedback and recognition
- motivate and provide career development advice.

3. Appraisal Process

The appraisal scheme is made up of five key elements, namely

- self-assessment
- an annual appraisal meeting
- jointly agreed tasks, objectives and training and development activities for the next year
- a six-monthly review and discussion of progress
- an ongoing link between the outcomes and benefits of the Scheme and the Council's corporate aims and objectives.

The whole process and in particular the new objectives and training and development plans will derive and flow from the objectives that have been previously set and the Council's ongoing corporate objectives, values, standards and priorities.

4. Appraisal Meeting

The appraisal meeting will take place annually in accordance with the Scheme schedule and be that the appraisal meeting would be carried out by two councillors, ordinarily the Chairman Personnel and Vice Chairman Personnel, but if either or both of these were unavailable, other councillors could carry out the appraisal on behalf of the Personnel Committee who will report on the outcome of the appraisal as appropriate, to the Council.

In preparation for the appraisal meeting, the staff member (the appraisee) must complete the self-assessment included in Section 2 of the Appraisal Review Form and some key issues to be considered in particular are: -

- what has been achieved over the past twelve months (or during the probation period) and what benefit and/or contribution has been made to the business.
- how the job could have been performed better - thinking of the things which might have been done more efficiently or effectively i.e., what could have been done to improve performance.
- the most important personal and technical skills used or needed in the job.
- whether the current skill range and level is appropriate to the job, or could the job be done better if further knowledge, skills, and training were developed.
- whether any relevant skill, knowledge or expertise which is not now being used in the job but could be used.
- what obstacles have arisen during the last year (or probation period) that got in the way of performing the job as the holder might have wished.
- whether, and in what ways, more support and guidance to resolve such issues, develop skills or change things to enable the job to be done even better are needed.
- whether there are any matters outside of work that are affecting performance.
- what are seen as the main job tasks and priorities over the next year; and
- what training and other personal development needs exist or are desired.

The appraisee should give due emphasis in the above to the spread of tasks that they have to perform and where relevant consider examples of work issues (positive and negative) in support of the responses to ensure that there will be an open and constructive discussion at the appraisal meeting.

5. Structure and Format of the Appraisal Meeting

All appraisal meetings must be 'open' and 'two way' which means that the appraisee will be expected to contribute fully to the discussion and take the opportunity to comment on, for example, the level and type of support received from the Council.

The appraisal meeting will be structured as follows: -

(a) Introduction

The purpose, scope and format of the appraisal meeting will be explained by the Chair of Personnel.

(b) Self-Assessment

Prior to the appraisal meeting the appraisee will have reviewed their performance over the past year and be able to comment on: -

- what went well during the year (or probation period)
- how far objectives were met for the year (or probation period)
- what, of particular note, did you achieve during the year (or probation period)
- what did you enjoy most/least in respect of the work undertaken?
- what did you consider to be your key strengths and weaknesses?
- what additional support do you require from the Council?
- any outstanding performance problems that require attention

completed Section 2 of the Self-Assessment Form and submitted it before the date of the appraisal meeting to the Chair of Personnel.

(c) Job Review, Key Tasks and Objectives

The appraisee's job description will be jointly reviewed and any necessary changes discussed as part of the meeting and the opportunity should be taken to clarify any tasks of which they are unsure or might like to lose.

In addition, the previous year's (or the probationary) objectives will be reviewed, and the achievements or failures identified along with the reasons behind them.

(d) Feedback on Performance

Feedback on performance during the year (or probationary period) will be given by the manager which will include any significant achievements, strengths and, where relevant, any weaknesses that have prevented the completion of objectives. Where agreed weaknesses are identified, solutions or steps that can be taken to overcome barriers to more effective performance will be discussed.

The feedback will be factual, supportive, honest and constructive. At the end of the feedback the member of staff will be given an opportunity to comment and record any mitigating circumstances or obstacles that have prevented them from completing key tasks or objectives. An opportunity will also be taken to identify how the Council can better support and help realise potential and performance.

(e) Training and Development

Any training and development needs will be discussed in respect of both the existing job and the future needs of the Council. Development opportunities may include training, work experience and new responsibilities.

(f) Future Targets and Objectives

A new set of objectives or key tasks will be jointly discussed for the following appraisal year which will be: -

- understandable
- achievable

- measurable
- timetabled
- prioritised
- challenging; and
- limited in number.

(g) Conclusion of Meeting

The appraisee should have an opportunity to ask any further questions at the end of the meeting and the key outcomes of the meeting will be summarised to ensure that there is common understanding of the objectives and the action points.

6. After the Appraisal Meeting

Shortly after the meeting, the main outcomes of the meeting and the agreed objectives and tasks for the following year will be summarised in writing in Section 3 of the Appraisal Review Form and a copy given to the post holder for agreement. The Plan will be discussed by the Personnel Committee and salary reviewed if applicable. The Appraisal will then be signed off by both parties and a copy of the form given to the appraisee whilst the original is held on the Personnel File.

The member of staff and the Personnel Committee will be responsible for ensuring that the agreed tasks are implemented, training is provided, and objectives are then met during the following review period.

Progress on these points may be discussed or reviewed at informal, one to one meeting during the course of the year but progress on the agreed tasks and objectives set will be formally reviewed after six months.

7. Conclusion

Any questions on the above or the Scheme in general should be addressed to the Chair or Vice-Chair of Personnel.