



# Langton Matravers Parish Council

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## Appraisal Policy

### 1. Introduction

Langton Matravers Parish Council is committed to maximising individual contribution and potential and will provide the necessary feedback, support, and training to ensure that high standards of performance are maintained throughout the Council. Appraisal meetings are an opportunity for employees to seek and receive high quality, responsive and balanced feedback on their work. It is also an opportunity to identify and plan for future individual learning and development needs.

### 2. Purpose of Appraisal

The main purposes of an appraisal interview are to:

- Review: previous goals and discuss individual's actual performance.
- Explore: what factors affected individual performance examining both internal and external constraints and issues.
- Agree: future performance goals and identify any support and development plans for the future. Goals set should be achievable and realistic in light of available resources including time, and should be capable of being monitored.
- Plan: identify training and development needs and plan for implementation including costs and timescales.

### 3. Appraisal Arrangements

The appraisal arrangements for the Council are as follows:-

- Parish Clerk – The Clerk is responsible to the Parish Council as a corporate body, however for the purposes of performance management, appraisal will be carried out by the Council's Staff Employment, Discipline and Complaints Committee (SEDACC).
- Other Employees – The Clerk acts as line manager on a day to day basis, however performance appraisal will be undertaken by the Clerk in conjunction with one member of the Council nominated by the Chair.

#### **4. The Appraisal Cycle**

The annual appraisal meeting should take place during June of each year. The appraisers are responsible for scheduling the appraisal meeting. Both appraisers and the appraisee have a shared responsibility to adequately prepare for the appraisal. Interim reviews may also be undertaken during the year if considered necessary.

#### **5. Implications for Pay**

The appraisal will be one of the factors considered by the Parish Council when determining whether a salary increase should be awarded.

Approved by resolution of Council 21.1.2017

Reviewed without change 11<sup>th</sup> May 2017

Revised by resolution of the Council 9.11.2017

Reviewed without change, 10<sup>th</sup> May 2018