



SHAVINGTON
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Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

APPRAISAL POLICY

Adopted by Shavington cum Gresty Parish Council on 2 March 2022

Purpose of appraisal:

To provide an opportunity for the employees and one or more members of the Parish Council to discuss performance against agreed objectives and support the personal development of the Parish Council employees consistently with the needs of the organisation.

The appraisal cycle:

The appraisal cycle will be annually and from the date of the last appraisal date. In the case of a new officer being appointed, a six-month review will be held. Appraisal will normally be held at the start of the calendar year.

Identifying the appraiser(s):

The appraisal cycle will be managed by the Staffing Committee. The appraisal will be conducted by the Clerk or by three councillors in case of the Parish Clerk: Chair and Vice-Chair of the Parish Council and Chair of the Staffing Committee.

Preparation for the appraisal meeting:

The appraisers will invite all councillors to provide feedback on performance and development needs prior to the appraisal meeting.

The appraisers and appraisee will set a date for the formal appraisal meeting.

To assist the process, the appraisee should consider questions listed at Annex 1 under "Preparation for Appraisal: appraisee". This is intended to support the process and will not form part of the finished appraisal documentation. The appraiser will similarly prepare for the appraisal by considering the questions under "Preparation for Appraisal: appraiser" to which the Clerk or other Councillors can have an input before the appraisal meeting (gathering evidence, above). This is also intended to support the process and will not form part of the finished appraisal documentation.

Appraisal meeting:

A constructive, open, two-way discussion on performance and development needs is the core of the appraisal. The following will be key features of the appraisal meeting:

- Review of previous year's objectives
- Discussion of achievements and concerns
- Agreeing objectives for the next year (no set number but all need to be SMART)
- Summary and agreement

The results of the appraisal process will be recorded on the Appraisal form, which is at Annex 2. This record should cover the key points of discussion between appraiser and appraisee, objectives for the next year, and identified training/development needs.



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A copy of the form will be kept securely by both appraiser and appraisee.

Confidentiality and GDPR:

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



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ANNEX 1

Preparation for appraisal form (Appraisee)

Name:	Job title:
<p>Please agree with your manager how you will use this preparation form and whether you will be forwarding it to him/her before the date of your appraisal meeting.</p> <p>Your meeting is appointed for [time] on [date] and will take place in [meeting room].</p>	
<p>1. Are you clear about what is required of you in your job and how this contributes to the organisation's goals? Please use your job description and previously agreed objectives to help you consider this question.</p>	
<p>2. Are there any particular areas of your job in which you feel that you have particular strengths?</p>	
<p>3. Are there any areas of your job in which you feel that you would like additional support to be able to do the work more effectively?</p>	



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4. What training and development would you like to access to help you to do your job well or to develop into another role within the organisation?

5. Are there any other areas of work within the organisation that interest you?

6. Are there any other points that you would like to raise?



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Preparation for appraisal form (Appraisers)

Name:	Job title:
Note: all councillors, not just those carrying out the appraisal, could contribute to these answers which are intended to inform the discussion at the appraisal meeting.	
1. What are the Council's main requirements of the xxx role? (needs to align with the Job Description)	
2. What are the employee's strengths/accomplishments in relation to this role?	
3. Are there any problems/difficulties? (be prepared to cite examples and evaluate performance against objectives)	
4. What are the main objectives of the Council for the next year?	



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5. How do you think the xxx role help the Council to achieve these objectives?



ANNEX 2

Appraisal Form

Employee's name:	
Job title:	
Date of engagement:	
Manager:	
Date of meeting:	
Current performance	
This section should be used to record discussion on the key areas of the job, and include a summary of achievement in any objectives that have been previously agreed.	
Development summary	
This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.	
Development and training	
This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work.	



Career planning	
This section should record any areas of the department or organisation in which the employee has expressed a specific interest.	
Other areas of discussion	
This section should record any other points raised at the appraisal meeting.	
Employee's signature:	
Appraiser's signature:	
Date:	
Reviewing manager's signature:	
Date:	
One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.	



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Form for action plan following appraisal

Employee's name:	
Job title:	
Department:	
Date of engagement:	
Date of appointment to current role:	
Manager:	
Date of performance appraisal meeting:	

The following objectives have been agreed for the coming year to address developmental and departmental needs.

Objective agreed	Action required to implement	Target date
1.		
2.		
3.		
4.		
5.		

Employee's signature:	
Appraiser's signature:	
Date:	



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Reviewing manager's signature:	
Date:	
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