

## **Employee Appraisal Policy**

### **Appraisal Policy**

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

The performance appraisal policy supports the performance appraisal process centred on an annual meeting of each employee and their line management 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 Appraisal Policy**

1. The appraisal process aims to improve the effectiveness of this council by contributing to achieving a well motivated and competent workforce.
2. Appraisal is an ongoing process with an annual formal meeting to review progress.
3. The appraisal 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 appraisal discussion will review the previous year's achievement and will set agreed objectives for the coming year for each member of staff.
5. The appraisal process will be used to identify the individual's development needs and support the objectives for training and development.
6. The appraisal process will be a fair and equitable process in line with the council's Equality Policy.

### **The Appraisal Discussion**

The appraisal discussion will allow an opportunity for both the employee, 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.

The discussion should be a positive dialogue and will focus on assisting the employee 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 employee will be given the opportunity to note any comments that he/she wishes to make as part of the appraisal process.

The appraisee and appraiser should agree on an achievable personal development plan for the following year. This will reflect the employee's aspirations and the council's requirements and should align personal and council goals. The council 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 with budgets in mind and reflect the needs of the council's service activities.