



Appraisal Policy

1 PURPOSE

It is the policy of Beetham Parish Council (“the Council”) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for members of staff to have their performance reviewed. It must include steps to improve performance. Once an employee’s probationary period is complete, they must continue to have the opportunity to discuss their performance with a Parish Councillor. A full appraisal will take place annually (ideally towards the end of the financial year) so that objectives can be agreed in line with Council objectives for the next 12 months. Opportunities for continuing personal and professional development will be ensured. Any appraisal interview will discuss and agree objectives for the coming period as well as reviewing performance to date and will be the point at which development needs are identified and planned.

2 PERFORMANCE REVIEWS

Performance reviews will cover all aspects identified in the relevant job descriptions and may focus on:

- Quality of work, accuracy and detail
- Motivation and ability to work under pressure
- Dependability and timekeeping
- Job knowledge
- Knowledge of the Council
- Work planning and the effective use of time
- Problem solving and decision-making
- Flexibility, adaptability, initiative and innovation
- Communication and interpersonal skills
- Discretion
- Achievement of objectives and targets

Once the appraisal process has been concluded the appraisers will provide a report to be placed on the employee’s file. Appraisals will be undertaken by two members of the Council, who must include the Chairman or Vice Chairman. It is the responsibility of the Chairman to make suitable arrangements for the annual appraisal.

Approved: August 2025

Review: Not later than August 2027