

Fordeu with Leighton and Trelystan Community Council

Cyngor Cymuned Ffordun gyda Thre'r–Llai a Threlystan

PERFORMANCE REVIEW (Appraisals) POLICY

1. Introduction

1.1 This Performance Review (Appraisals) Policy forms part of the total performance management approach used within the Council.

1.2 This policy, therefore, links to other policies within the Council including policies relating to:

- Capability - see Capability (Performance)
- Induction – see Employee Handbook (Under review)
- Discipline – see Disciplinary Policy
- Grievance – see Grievance Policy

2. Policy

2.1 The Community Council's policy is that each employee will be appraised annually.

2.2 The summary of this appraisal should be a fair representation of the dialogue and is to be referred to as a working document throughout the forthcoming year.

2.3 The benefits of appraisal in terms of improved communication and enhanced performance both for the employee and for the Community Council will only be achieved by the continuous commitment of all those involved in the scheme.

2.4 The Community Council's appraisal scheme has been designed to meet the following objectives:

- To assist employees in performing their job to the best of their ability, maximising their job satisfaction and their contribution to the Council's objectives.
- To identify individual training and development needs.
- To highlight the potential that each employee has to develop within their current or a future position.

3. Procedure

3.1 Appraisal interviews will occur annually. New employees will be appraised in the third month of their new job and thereafter annually.

3.2 Appraisal interviews will be carried out by the employee's line manager on a one-to-one basis. (The Community Council may decide to arrange training in the implementation of this scheme from an external source).

3.3 The appended documentation will be used for the purpose of conducting the appraisal.

3.4 The appraiser will then arrange the date, time and location of the appraisal meeting, fill in the details at the top of the Self-Appraisal and Interview Report form and notify the employee.

3.5 The employee will be given the Self-Appraisal Notes for their completion (this exercise is voluntary and employees will not be asked to hand in their completed forms). At least five working days should be given to enable employees to adequately prepare for the interview.

3.6 The following chart represents the sequence of events followed by the appraiser regarding the three stages of the appraisal process:

The Appraiser

Preparation

Gathers Relevant documentation including the objectives set for the employee for the year under consideration.

Completes the objectives/targets/achieved and skills gained/further development undertaken (where known) under Section A of the Interview Report Form.

Makes notes on All other sections

The interview

Asks for the employee's comments on their own performance based on their Self-Appraisal Notes

Discusses with the employee and seeks to agree conclusions on all sections of the Interview Report

Form

Completes All sections and asks the employee to make general comments as well as sign and date the form

Summarises Own general comments and signs and dates the form

Follow-up

Keep notes of the follow-up actions required to facilitate the achievement of objectives/targets and/or general training and development needs

Retains on File the Interview Report Form duly signed and all related documentation.

Ensures Follow-up action takes place as appropriate

3.7 The completed Interview Report Form will be viewed as a working document and will be continually referred to and reviewed during the year. Where the objectives/targets agreed at the appraisal interview have changed, new objectives/targets should be agreed with the employee.

The Committee adopted this Policy for Performance Review (Appraisals) at its meeting on

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Signed..... Date.....

Print Name.....

Position.....

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Version No.....

Review Date = Annual

Amended or Reviewed	Date	Version No	Who
Approved		7	