



WEST DEAN PARISH COUNCIL

STAFF PERFORMANCE MANAGEMENT POLICY

This is West Dean Parish Council's policy to ensure that the work performance and learning needs of every employee are managed effectively and fairly. This policy and procedure apply to all employees of the Parish Council.

Policy

1. The Parish Council recognises that employees perform most effectively when they have clear expectations of their job role and purpose, their own targets or objectives and of the wider aims of the Parish Council.
2. The Parish Council will ensure that every employee with a minimum of 12 months' service has a performance appraisal meeting at least once in every 12 months, at which previous performance and learning will be reviewed and objectives for the future will be set.
3. The Parish Council will ensure that managers meet employees on a regular basis to discuss progress towards objectives set at the annual appraisal meeting, to discuss work programmes and to raise any other work-related issues.
4. The Parish Council will ensure that managers and employees have access to appropriate training and development to enable them to carry out their roles effectively with respect to employee performance management.

Roles and Responsibilities

1. The overall responsibility for Staff Performance Management rests with the Parish Council.
2. The Staffing Committee is responsible for maintaining and reviewing this policy in line with changing legislation and codes of practice.
3. Employees are responsible for taking an active role in reviewing their own performance and setting objectives.
4. The Staffing Committee is responsible for:
 - a. Ensuring that new employee have work targets and objectives set as part of their induction.
 - b. Appraising the performance of employees at least once per year
 - c. Meeting employees on a regular basis to review progress (1:1 or supervision meetings)
 - d. Providing advice and guidance to managers on implementing the Staff Performance Management Policy.
 - e. Ensuring that appropriate training and development is available for employees.

Appraisal Procedure

1. The purpose of this procedure is to ensure that the work performance and learning of every employee is managed effectively and fairly, through the process of an annual performance review and the setting of objectives for the future, and through regular 1:2:1 meetings throughout the year.

2. Every employee must meet his/her manager, in the case of the Clerk the Chair of the Staffing Committee, and one nominated councillor once a year to have an appraisal interview. Managers and employees are to use the Appraisal Form, copy attached, to record the outcomes of the appraisal interview.
3. New employees should be set objectives as part of their induction and will have performance monitored under the probationary period. This information, together with the job description will be used for the first appraisal which should take place in accordance with the appraisal timetable. The first appraisal should always take place within one year of appointment.
4. Appraisals interviews should take place between September – November each year. This is to allow objectives for the following year to be linked to the aims and objectives of the Parish Council for the year and also to ensure that training budget is sufficient.
5. Employees who are appraised should have time to reflect on their performance over the previous year. Employees should consider which objectives have been achieved and how, which objectives have not been achieved and why, and to evaluate the learning undertaken during the previous year.
6. Managers who are appraising employees should think about how they will measure performance in the coming year. The criteria for measuring performance should be discussed and, if possible, agreed with the employee at the appraisal interview. Taking time to gather performance data in advance will make the appraisal interview more meaningful. The appraisal interview should discuss what the employee has achieved in the past and what he/she is expected to achieve the following year.
7. A meeting may be held to formally review progress against objectives during the year.
8. An important outcome of the appraisal interview is to record the learning objectives for the employee in the coming year. This is known as a personal development plan (PDP). The manager should bring to the appraisal some ideas about the employee's learning needs. The employee should bring to the appraisal some ideas about learning that is personal to his/her circumstances. PDP's might include visits to other organisations, reading, e-learning, conferences as well as training courses.