Carn Brea Parish Council
Consel Plu Carn Bre

Employee Appraisal Policy

Adopted: **16th March 2023**

Minute Number: **23/03/10 b**

Reviewed and approved

by the Staffing Committee: **29th September 2026 (Agenda Item 7)**

1. Introduction

i. This policy reflects the aims of the Council to provide all employees with a consistent structure through which to develop, coach, motivate and support employees to help them achieve their full potential, improve their performance and to help the Council to improve the quality of the services it provides.

ii. The annual appraisal provides an opportunity to check on the wellbeing of employees, to motivate individuals with constructive and positive feedback through reviewing their performance, their strengths and non-strengths and to recognise and reflect on areas in an honest and positive way where training, support or improvement may be needed and to provide coaching support. The appraisal process helps to set and agree standards, set expectations & objectives and review delegation of responsibilities and tasks.

iii. The appraisal process also supports career development, the development of professional relationships and succession planning, for individuals and the Council as a whole.

2. Scope

i. This policy applies to all Council employees, line managers and members of the Staffing Committee.

3. Purpose of The Policy

This policy aims to:

i. Set out the approach to the annual appraisal and development process.

ii. Provide consistency ensuring that all employees benefit from regular feedback, development and appraisal.

iii. Outline when and how appraisals should take place.

4. Roles & Responsibilities

Role of The Line Manager:

Line Managers are responsible for:

i. Ensuring employees have appropriate support and regular feedback to enable them to perform to the expected standards of their role. Ensuring any learning and / or developmental issues are identified and addressed.

ii. Proactively bringing any concerns about an employee's performance to their attention as soon as the issue becomes apparent, trying to establish reasons for it and ensuring supportive corrective action is taken as appropriate.

iii. Ensuring all employees they line manage have an annual appraisal.

iv. Having an understanding of the Councils objectives/priorities and applying these where appropriate into an individual's objectives.

v. Facilitating the completion of agreed training or activities that are identified during regular 1:1 and the employee's appraisal.

vi. Facilitating a fair and honest discussion of the employee's performance taking into account the employee's own views. This includes an objective assessment of the employee's achievements and performance over the last review period.

vii. Maintaining records of any learning and development that employees have completed during the review period.

5. Role of The Employee

All employees are responsible for:

i. Participating in an annual appraisal.

ii. Ensuring they have completed all training required for their role, both e-learning and professional.

iii. Completing the pre-appraisal Self-Assessment document and reflecting on any aspects of their job role that may require further development.

iv. Assisting in identifying any areas of possible learning or development required to support them in their role.

v. Jointly setting objectives for the coming 12 months.

6. Role of The Staffing Committee

The Staffing Committee is responsible for:

i. Ensuring the policy is implemented and monitored.

ii. Facilitating the provision of training and support for line managers / councillors conducting appraisals.

iii. Ensuring any recommendations highlighted from the appraisal process are considered and appropriate action taken, or recommendations made where needed.

iv. To review this policy annually, making recommendations for any updates to be considered by Full Council.

v. Appointing a panel of two members of the Staffing Committee to conduct the Clerks Appraisal.

vi. To nominate a member of the Staffing Committee to act as a mediator should this be requested by the employee or line manager in circumstances of disagreement during the appraisal process.

7. Standards & Practice

i. Appraisals are conducted annually for all employees of the Council, usually in October, however this does not preclude further 1:1 meetings throughout the year to set or review objectives.

ii. Each employee is appraised by their line manager. The Clerk is appraised by two appointed members of the Staffing Committee.

iii. Technical training may be sought and where necessary made available to line managers and Councillors to ensure they have a good understanding of what is expected from them and their responsibilities as an appraiser.

iv. Each employee will complete the pre-appraisal Self-Assessment form and submit this to their line manager by a pre-agreed date and time.

v. The line manager will arrange an appraisal meeting at a suitable date & time, in a room free from distractions. The meeting will take the form of a free-flowing two-way conversation where the following will be discussed: -

- Discuss the information provided in the Self-Assessment form.
- Review the past 12 months performance in line with the Job Description and any previous appraisal goals and objectives set.
- Review of current roles & responsibilities.
- Agree and set future goals and objectives.

vi. During the appraisal meeting and following discussion, the line manager, or in the case of the Clerk two appointed members of the Staffing Committee, will complete the Line Manager Assessment providing clear evidence on the employees' performance: -

- areas of outstanding performance.
- areas where the employee has achieved.
- areas where development is highlighted.
- areas where performance has not been to the required standard.

vii. No surprises – No new information of a critical nature will be introduced at the appraisal meeting. Any issues with performance are to be raised at the time they occur and not held back for discussion at the Annual Appraisal.

viii. During the appraisal meeting, every effort should be made by the employee and line manager to resolve any differences of opinion. If differences of opinion remain unresolved, please follow the Appeal process as detailed in this policy.

ix. Following the appraisal meeting, the line manager, or in the case of the Clerk two appointed members of the Staffing Committee, will finalise the appraisal Line Manager Assessment and provide a copy to the employee for their review within 7 working days of the appraisal meeting.

x. Once reviewed and signed by both the employee and line manager, a copy of the appraisal and objectives set will be provided to the employee. A second copy will be retained by the line manager and will be placed on the employee file.

xi. Where a new employee is within their probationary period at the time of the Annual Appraisals, at the end of their probationary period, the line manager will meet with the employee to set goals and objectives for the remainder of the appraisal period.

xii. Throughout the year, regular informal 1:1 will be held with all employees to review objectives set and can be used to discuss any concerns or issues that the employee wishes to raise.

8. Appeal Process

i. Where differences of opinion during the appraisal meeting cannot be resolved, the employee or line manager may request a 3rd party mediator who will be a nominated member of the staffing committee.

ii. The line manager will submit a request to the next available Staffing Committee for them to review and nominate a suitable councillor to act as mediator.

iii. In cases where mediation fails, the employee has the right to raise a grievance under the Councils Grievance Policy & Procedures.

9. Reporting

i. Following the appraisal process for all employees, the Clerk, or in the case of the Clerks appraisal, the two appointed members of the Staffing Committee, will produce a report for the Staffing Committee with a generic overview of the appraisals conducted highlighting any recommendations and any training needs that were identified.

ii. Confidentiality will be respected, and the report will only seek to summarise matters in line with the Council's Data Protection Policy. The pre-appraisal and appraisal form will not be submitted as part of the report to the committee.

10. Dissemination and Implementation

i. The Clerk will ensure all employees and line managers are communicated to and briefed on this policy and any subsequent updates made to the policy.

ii. A copy of this policy will be provided to all employees and will be included in the induction process for new employees. A copy will be available to review from the Parish Office. In addition, this policy is available to review on the Parish Website.

11. Equality and Diversity

i. This document complies with the Carn Brea Parish Council Equality and Diversity Policy which can be viewed on the Parish Website or is available to review from the Parish Office.

Appendices

Appendix 1. Annual Appraisal Form – Pre-Self-Assessment

Appendix 2. Annual Appraisal – Agreed Objectives

Appendix 3. Annual Appraisal – Line Manager Assessment

Appendix 1. Annual Appraisal – Pre-Appraisal Self-Assessment

Carn Brea Parish Council
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Annual Appraisal form

Employee's name:	
Job title:	
Line Manager:	
Date of meeting:	

Pre-Appraisal Self-Assessment
To be completed by the employee in advance of the appraisal meeting. Please continue on a separate sheet if needed
What do you consider your achievements to be over the last 12 months?

What have you not achieved that you would have liked to have achieved over the last 12 months?

What challenges do you currently face in your role?

Thinking about what you would like to achieve over the next 12 months, what objectives would you like to set for yourself? *(Provide detail on **What** it is, **Why** you'd like to achieve it and the benefit, **Who** will be responsible & who can support you, and **How** and **When** you will achieve it)*

What support or development do you believe you require to develop in your role / career and how can the Council assist or help you achieve this? (*For example - think about training courses that may be available, 1-2-1 coaching, taking ownership of projects or tasks)*

Please use this space for any additional topics you'd like discuss during your appraisal. *(For example, you may wish to discuss tasks that you enjoy the most or least enjoy, working relationships, new ideas for ways of working that would benefit you or others in the team)*

Appendix 2. Annual Appraisal – Agreed Objectives

Employee's Name:
Date:

Agreed Objectives *To be completed by the line manager and agreed with the employee at the appraisal meeting*
*Detail the key actions for each Objective – **What** is it, **How** will it be achieved, **Who** will own it, **When** will it be achieved. (**S**pecific. **M**easurable. **A**chievable. **R**ealistic. **T**imebound)*

Objective:	
How will it be achieved:	**Who will own this objective / Who will support:**
	When will it be completed:

Objective:	
How will it be achieved:	**Who will own this objective / Who will support:**
	When will it be completed:

Objective:	
How will it be achieved:	**Who will own this objective / Who will support:**
	When will it be completed:

Objective:	
How will it be achieved:	**Who will own this objective / Who will support:**
	When will it be completed:

Objectives Review Date 1:	
Objectives Review Date 2:	
Signed Employee:	
Signed Line Manager	

One copy of this completed form will be kept by the employee and one to be kept in the employee's personnel file.

Appendix 3. Annual Appraisal – Line Manager Assessment

Line Manager Assessment *To be completed by the line manager following discussion at the appraisal meeting and is based on performance over the year and against previous objectives and tasks set.*	
Line Manager Summary of Performance *(Summary of the employee's achievements during the appraisal period, including examples of objectives met and an overall assessment of their performance.)*	
Development areas highlighted *(Most objectives met with development of knowledge & skills highlighted to fully meet all work-based tasks and objectives)*	
Performance needs improvement *(Objectives not achieved and performance below expected standard)*	
Employee's signature:	
Date:	
Reviewing manager's signature:	
Date:	