



NORTH HORSHAM PARISH COUNCIL

STAFF PERFORMANCE AND DEVELOPMENT POLICY

1. POLICY STATEMENT

1.1 North Horsham Parish Council highly values the contribution made to the organisation by every member of staff; and is committed to the development of each member of staff by the implementation of a fair and unbiased system of review of performance and development.

2. KEY PRINCIPLES

2.1 Managing performance and development of staff is a continuous process. It is based on making sure that the work and performance of staff contributes to the aims and objectives of North Horsham Parish Council to enable it to achieve its strategic aims and realise its vision. The aim is to continuously improve the performance of individuals and so improve the performance of the Parish Council.

2.2 The performance appraisal and development review process will be fair, appropriate to the level of the job and all performance appraisals and development reviews carried out by line managers will be conducted objectively and free from discrimination and bias. Performance appraisals will be based on job descriptions and where appropriate, additional aims and objectives set at previous appraisals. For Caretakers and Litter Wardens, ongoing informal discussions will take place on issues relevant to their roles with brief notes kept as a record which are shared between both the line manager and employee.

2.3 Performance management allows monitoring of the tasks involved in a person's work and identifies opportunities for improvement. It enables the employee's job description to be kept up to date and relevant. Performance appraisal gives an opportunity to review what went well and identify ways that the Parish Council can help when things go wrong. It gives the Parish Council an opportunity to make changes as appropriate and allows progress and achievement to be reported.

2.4 The performance appraisal and development review process identifies training and development needs, career planning and development and an opportunity for other concerns or issues relating to employment to be reviewed.

3. WHO DOES THE POLICY APPLY TO?

3.1 This Policy applies to all employees of North Horsham Parish Council.

4. FREQUENCY OF PERFORMANCE AND DEVELOPMENT APPRAISALS

4.1 There will be an opportunity for the staff member and their line manager to review and discuss the employee's duties, partake in a two way dialogue and promote effective working relationships on an ongoing basis. However, for office based staff there will be one formal written performance appraisal and development review per year. The frequency of meetings for Caretaking staff and Litter Wardens will be at the discretion of their line manager.

5. WHO UNDERTAKES THE PERFORMANCE AND DEVELOPMENT APPRAISAL

5.1. The Deputy Clerk undertakes performance appraisal and development reviews for the Facilities Officer and the Administration Clerk and conducts ongoing informal discussions with Caretaking staff and Litter Wardens on issues relevant to their role.

5.2 . The Parish Clerk undertakes performance appraisals and development reviews for the Deputy Clerk and Committee Clerk.

5.3. Performance appraisal and development reviews relating to the Clerk is the responsibility of the Personnel Committee with delegated responsibility to the Chairman of the Council and another member of the Personnel Committee. (Two Councillors)

6 ARRANGEMENTS FOR A PERFORMANCE APPRAISAL AND DEVELOPMENT REVIEW

6.1. Members of staff will be formally invited to attend a performance appraisal and development review meeting two weeks before it is to be held.

6.2. The staff member will be given a performance appraisal and development review form and a copy of their job description.

6.3 The performance appraisal and development review will usually be held at Roffey Millennium Hall in a room free from the risk of interruption and on a one to one basis with the exception of the Clerk.

7. THE PURPOSE OF A PERFORMANCE APPRAISAL AND DEVELOPMENT REVIEW

7.1. All staff members are different and may have different aspirations. Some members of staff are content to stay in the same role for many years, whilst others would like to develop their careers and want to achieve more. A performance appraisal and development review allows a member of staff the opportunity to discuss their role with their line manager and to communicate what they feel they need to perform the role they hold. In some cases there may need to be discussion about how the role can be improved, sometimes the employee or employer may wish to discuss career progression and how they can improve their chances of achieving more.

7.2. A performance appraisal and development review allows both the Parish Council and the employee the opportunity to make sure that the member of staff's Job Description is up-to-date, that the workload is acceptable, that relevant or compulsory training has been offered and taken place and that those who wish to progress their career are offered opportunities to do so if possible.

7.3 A performance appraisal and development review is a two way process and provides an opportunity for constructive feedback on the management style of the organisation or ideas for improvement in the organisation

8 ROLES AND RESPONSIBILITIES THROUGHOUT THE PROCESS

8.1. When the member of staff is invited to the performance appraisal and development review meeting, they should complete the form they are given as honestly and openly as possible. They should use the previous year's performance appraisal and their job description as a guide. The appraisal meeting is an opportunity to work alongside the employer, share views and opinions and seek clarification where necessary.

8.2. The appraiser will offer constructive advice and guidance and signpost the employee to any action appropriate to their need. The appraiser has a responsibility to ensure that each section of the performance appraisal and development review form is discussed and notes taken, there is two way dialogue, that they are open to constructive feedback and willing to resolve issues where possible.

8.3 After the appraisal meeting the appraiser will write up the performance appraisal and development review form; and sign and date it. The appraisee also has the opportunity to record written comments.

8.4. At the end of the review process , where it has been identified that a member of staff's job description needs changing; or a job requires re-evaluation, the Parish Clerk

will take this forward. The Parish Clerk will consider any organisational issues arising from the Review process and, as appropriate, will refer matters to the Parish Council.

9. IF A MEMBER OF STAFF IS DIS-SATISFIED WITH THE REVIEW PROCESS

9.1. If a member of staff considers that the Review process has not been conducted fairly, attempts to resolve the issue lie first with the Manager conducting the Review meeting.

9.2 In the event that there are outstanding disagreements, these will be considered by the Parish Clerk.

9.3 In the event that these courses of action are unsuccessful, the member of staff will have recourse to the Parish Council's Grievance Procedure.

10.RECORD KEEPING

10.1. Individual member of staff's performance appraisal and development review signed forms will be kept in the member of staff's Personnel File.

11. REVIEW OF THE POLICY

11. 1 Subject to any new legislation, changes in case law or change within the Parish Council which requires immediate amendment, the Staff Performance and Development Policy will be reviewed every two years. The next review will be April 2021.