

BISHOPSTEIGNTON PARISH COUNCIL

App. A DRAFT BPC Employee Appraisal Policy

Bishopsteignton Parish Council understand that effective performance appraisal leads to improved performance and better employment relations and is fundamental part of the strategic planning for the Council.

Performance Management is a continuous cycle of objective setting, feedback, development and review. It's a two-way process and exchange of ideas with emphasis being given to performance, improvement, development and motivation. Appraisal meetings are not a forum for criticism and admonishment and objective setting should be **SMART** i.e. **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imebound.

Feedback is most effective when delivered shortly after the task. Regular short reviews with the Clerk to discuss the status of the goals/priorities are essential so the annual appraisal meeting becomes a summary of these discussions thus avoiding year-end surprises.

Training for all involved in the appraisal procedure enhances success.

Current membership of the BPC Finance & Personnel Committee appointed review panel:
Cllr. C. Morgan (as current BPC Chairman), Cllr. E. Cawthraw & Cllr. S. Nicholson.

BPC Employee Appraisal Procedure

1. **November 2017 – Initial Personal Performance & Development Assessment (PPDA)**
To be carried out, by the BPC appointed review panel, at this time of year so future assessments will contribute to performance related pay reviews before precept budgeting is conducted in November/December.
2. **Every 3 months** (Approximately November, March & July) – **Interim PPDA (using form BPC.PPDA.I.)** – A short assessment to be conducted by at least one member of the appointed review panel. Short, chat style session using guiding questions. Short report produced, to be used as evidence for Annual PPDA.
3. **November 2018 – Annual PPDA (using form BPC. PPDA.A.)** – Longer interview style assessment. Form to be completed in preparation for discussion and review. Conducted by the appointed review panel.

Other paperwork to be considered during this process:

- BPC Job Description – Proper Officer, Financial Responsible officer & Cemetery Officer (BPC.JD.2017 Adopted by BPC 03.04.17 Minute Ref. 1965.01). To be reviewed annually.
- Occupational Standards. Currently set by 2012 paper by NALC, CALCs & SLCC.
- Clerks Contract of Employment – BPC.CofE.2017 Adopted by BPC 03.04.17 Minute Ref. 1965.02