



PAINSWICK PARISH COUNCIL

TOWN HALL
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PAINSWICK

STROUD

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STAFF APPRAISAL

Painswick Parish Council wishes to ensure that it meets the highest standards in employment practice for all of its staff. Staff should be motivated to work to their highest potential and this will be best achieved by staff being encouraged to reflect on their own performance. Appraisals should also identify any needs for training and further development.

Although a formal process the aim is to achieve the best outcome for the Member of Staff and the Council, so it should be a relaxed procedure. All appraisals with the exception of The Clerk will be carried out by The Clerk. The Clerks appraisal to be carried out by The Chairman.

Process

The personal action plan spreadsheet should be completed (this includes a timetable and review dates). The following details should be recorded/updated:-

- Records of their personal achievements.
- Staff to identify their strengths and weaknesses.
- Objectives – in line with the Councils' Business Plan should be identified.
- Specific achievable goals should be set and monitored, with targets agreed and reviewed.
- Skills review – any refresher training or new training required.

The Member of staff should be encouraged to give honesty feedback. The action plan should be AGREED by both parties and signed and dated. If the Member of Staff has any concerns with regards the appraisal and doesn't wish to sign, he or she can request a meeting (or put their concerns in writing to) the Chairman of the Personnel Committee.

NOTE: Staff do not have to wait until the formal appraisal to discuss issues – The Clerk will make time at the member of staff's request. Similarly if the Clerk feels there is an issue arising – this will be addressed immediately. Further support for staff members is available via the independent helpline:-

**HERE TO HELP: Freephone 0800 197 0655 Calls may be recorded and monitored.
www.legalandgeneral.com/eap Username: worklifeeap Password: worklifeeap**