

# SAPCOTE PARISH COUNCIL

## Appraisal and Training Policy (2021)

This policy was adopted by the Parish Council on:	
<b>Date ratified</b>	2nd December 2021
<b>Minute Reference</b>	237/21
<b>Date of Next review</b>	December 2022
<b>Signed</b>	

### Introduction

- 1.1. Sapcote Parish Council currently has three employees: the Parish Clerk, who also performs the role of Responsible Financial Officer, the Cemetery Assistant and the Litter Warden. This appraisal policy relates to both roles.
- 1.2. The Council recognises our employees are our most valuable asset. Regularly communicating job expectations and supporting staff development is critical for achieving a motivated and capable workforce.
- 1.3. The Council is committed to the principle of encouraging staff and councillors to enhance their role and qualifications by further training.

### Purpose of Appraisal

- 2.1. The appraisal provides an opportunity for the Council's employees to discuss performance against set objectives and examine their personal development within the organisation.
- 2.2. Furthermore, by auditing the strengths and weaknesses of both roles, suggestions for improvement can be made to the Council.
- 2.3. This appraisal policy is designed to be a developmental tool and should not be judgemental. Any comments made by the appraiser or employee are to be constructive to improve performance and should not be seen as a personal criticism. Performance appraisal is intended to be kept apart from any salary review process.

### The Appraisal Cycle

- 3.1. The appraisal cycle will include one formal annual performance review but should also include a half yearly informal review together with ongoing feedback throughout the year. Appraisals will normally be held at the start of the year.
- 3.2. Where it is known that an employee is due to commence a long period of absence, e.g. maternity leave, this will be factored into the objective timescales and where appropriate an appraisal will be held before the absence starts.

## **The Appraiser(s)**

- 4.1. The Chair/Vice Chair will conduct the appraisal process with the Clerk. The Clerk will carry out the appraisal process with the Cemetery Assistant and Litter Warden

## **Preparing for the Appraisal**

- 5.1. The Clerk is responsible for setting the dates for the formal appraisal meetings. To assist the process, the appraisee should complete the "Preparation for Appraisal: Appraisee" form (see Appendix 1). This form is intended to support the process and will not necessarily form part of the finished appraisal documentation. The appraiser(s) will prepare for the appraisal by completing the "Preparation for Appraisal: Appraiser" form to which other Councillors can have an input before the appraisal meeting (see Appendix 2). This form is also intended to support the process and will not necessarily form part of the finished appraisal documentation.

## **Conducting the appraisal meeting**

- 6.1. The appraisal discussion will allow an opportunity to reflect and comment on the previous year's objectives and delivery of the workplan (linked to job descriptions and Council aims). It will praise achievement, identify areas where further support or development is required and encourage the employee in their role. Where possible or applicable, targets set from the previous year should be reviewed at this meeting.
- 6.2. The meeting should be held in a confidential environment that is free from interruption.
- 6.3. Councillors and employees are asked to support any comments and opinions with factual examples and evidence, if necessary.
- 6.4. The following will be key features of the appraisal:
  - Agreement of the purpose of the process
  - Joint review of performance evidence- which should include what outcomes have been achieved and how they have impacted the Community and the Council
  - Discussion of achievements and concerns
  - Identification of areas for development and improvement
  - Review of job description (if applicable)
  - Setting objectives for the forthcoming year (no limit on number but must be SMART)
  - Training and development needs
- 6.5. Objectives should be SMART (specific, measurable, achievable, relevant and time-limited).
- 6.6. The results of the appraisal process will be recorded on the Performance Appraisal form (see Appendix 3). Copies of the forms will be kept securely by both appraiser and Clerk.

### **After the Appraisal Meeting**

- 7.1. Following the meeting the Clerk or Councillor will type up the appraisal form. The form will be given to the employee for them to complete with their comments (it is important for the employee to express their views on the appraisal).
- 7.2. The Chair of the HR Committee should inform the committee of the outcome of the appraisal, in particular any outstanding achievements or issues around performance
- 7.3. The final version of the appraisal form (marked confidential) will be copied to the employee, the Clerk and another copy will be held on the employee's personal file.
- 7.4. The HR Committee and Clerk, in liaison with employees, will ensure any training, development and support requirements identified in the appraisal are considered.

### **Appeal**

- 8.1. Should an employee believe that they have not received a fair appraisal and/or performance rating they should make this comment on the form and discuss the issue with the Councillor or Clerk who conducted the appraisal (members of the HR Committee can attend the meeting if required).
- 8.2. Should they still remain dissatisfied, they have the right of appeal to Full Council, within 10 working days of the final appraisal form being returned.  
Their grounds for appeal should be fully outlined in writing to the Chairman.

### **Training**

- 9.1. All training must relate to the needs of the Council, be relevant to an individual's job role, be subject to Council approval and is dependent on the availability of Council funds.
- 9.2. When requesting training staff should specify:
  - if they are requesting time off during working hours to complete the training;
  - any workload implications of the training;
  - the qualification title, level & provider, costs and timescales – considering the most economic and effective means to undertake the training i.e. local colleges.
- 9.3. All training requests will go to the HR Committee for recommendations to support at Full Council. Requests are subject to the provision and availability of training budgets.
- 9.4. Priority will be given to training essential to any job role and training of relevance to the role and the Council's aims.
- 9.5. If the Council agrees to fund a formal recognised qualification, staff will be required to sign a Training Costs Agreement (see Appendix 4). Failure to complete the course, withdrawal or resignation from Council employment before or within 12 months of course completion will require the employee to repay 100% of the total costs (which includes course fees & expenses).

**Appendix 1:**

**SAPCOTE PARISH COUNCIL**

**Preparation for Appraisal: Appraisee form**

**Name:**

**Role:**

**Appraisal Date:**

1. What have you achieved this year? (consider your objectives/workplan)

2. What aspects of the role you feel you do well?

3. Are there aspects of the role you find difficult/problematic?

4. How might any such difficulties/problems be overcome?

5. What training (if any) do you feel you need?

6. What further support (if any) do you feel you need?

7. What areas do you think will be your main objectives in the next six to 12 months?

Appendix 2:

# SAPCOTE PARISH COUNCIL

## Preparation for Appraisal: Appraiser form

**Name:**

**Appraisal Date:**

Note: all councillors, not just those carrying out the appraisal, could contribute to these answers which are intended to inform the discussion at the appraisal meeting.

1. What are the Council's main requirements of the role? (needs to align with the Job Description) and objectives for the year being reviewed?

2. What are the employee's strengths/accomplishments in relation to this role? And performance this year?

3. Are there any problems/difficulties? (be prepared to cite examples and evaluate performance against objectives)

4. What are the main objectives/workplan of the Council for the next year?

5. How do you think the employee can help the Council to achieve these objectives?

**SAPCOTE PARISH COUNCIL**

**Performance Appraisal Form**

**Appraisee:** .....

**Signature:** .....

**Appraiser/s:** .....

**Signature:** .....

**Appraisal review period:**

**Appraisal meeting date:**

1. Identify the key areas of the role

2. Review performance against objectives, achievements and concerns during the appraisal review period

3. In the light of this appraisal, identify any changes to the key areas of the role and make recommendations for any appropriate amendments



4. Identify the main objectives for the next 12 months including future development and training

5. Summary

**Appendix 4: Training Costs Agreement**

THIS AGREEMENT is dated: .....

AND IS MADE BETWEEN:

("the Employee") ..... and Sapcote Parish Council (the "Employer").

**IT IS HEREBY AGREED AND DECLARED THAT**

1. In consideration of the Employer meeting the costs of the Course which are set out in the Schedule to this Agreement below ("the Costs"), the Employee undertakes to reimburse to the Employer the Costs if:
  - (i) they voluntarily withdraw from or terminate the Course early without the Employer's prior written consent, including a failure to attend;
  - (ii) they are dismissed or otherwise compulsorily discharged from the Course, unless the dismissal or discharge arises out of the discontinuance generally of the Course; and/or
  - (iii) they resign from the employment of the Employer either prior to completion of the Course or within 12 months after the end of the course to repay 50% of the total costs.
  
2. To the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the Costs due in accordance with Clause 1 (iii) under the terms of this Agreement from their wages (as defined in Section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to the Employee. If this deduction does not cover the total amount due to the council, any money outstanding to be repaid by the employee within three months of the date of their termination of employment.
  
3. The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss as a result of the termination of the Employee's employment and takes into account the derived benefit to the Employer.

This Agreement is not intended to act as a penalty on the Employee upon termination of their agreement.

SIGNED:

..... (name of employee)

..... (name of Councillor/Clerk) for and on behalf of Sapcote Parish Council.

NB. This Agreement must be signed by both parties prior to the commencement of the Course.

**COURSE DETAILS**

*(Insert details of the costs to be incurred by the Employer in relation to the Course e.g. the Course fees, the costs of books or other materials, any other expenses paid in connection with the Course).*

Course Name:

Qualification and/or Level:

Course Provider:

Length of Course:

Course Fees:

Cost of books/materials (if applicable):

Any other expenses:

Do you need any time off during working hours to complete the training?

Are there any workload implications?