



Langton Matravers Parish Council

Appraisal Policy

Introduction

The Council is committed to maximising individual contribution and potential and will provide the necessary feedback, support, and training to ensure that high standards of performance are maintained throughout the Council. Appraisal meetings are an opportunity for employees to seek and receive high quality, responsive and balanced feedback on their work. It is also an opportunity to identify and plan for future individual learning and development needs.

Purpose of Appraisal

The main purposes of an appraisal interview are to:

- Review: previous goals and discuss individual's actual performance.
- Explore: what factors affected individual performance examining both internal and external constraints and issues.
- Agree: future performance goals and identify any support and development plans for the future. Goals set should be achievable and realistic in light of available resources and time and should be capable of being monitored.
- Plan: identify training and development needs and plan for implementation including costs and timescales.

Appraisal Arrangements

The appraisal arrangements for the Council are as follows:

- Parish Clerk – The Clerk is responsible to the Council as a corporate body, however for the purposes of performance management, appraisal will be carried out by the Council's Staff Employment, Discipline and Complaints Committee (SEDACC).

- Other Employees – The Clerk acts as line manager on a day to day basis, however performance appraisal will be undertaken by the Clerk in conjunction with one member of the Council nominated by the Chair.

The Appraisal Cycle

Unless otherwise agreed, the annual appraisal meeting should take place during June of each year. The appraisers are responsible for scheduling the appraisal meeting. Both appraisers and the appraisee have a shared responsibility to adequately prepare for the appraisal. Interim reviews may also be undertaken during the year if considered necessary.

Implications for Pay

The appraisal will be one of the factors considered by the Council when determining whether a salary increase should be awarded.

Approved by resolution of Council 21st January 2017

Reviewed and approved without change by resolution of the Council 11th May 2017

Revised and approved by resolution of the Council 9th November 2017

Reviewed and approved without change by resolution of the Council, 10th May 2018

Revised and approved by resolution of the Council, 9th May 2019

Revised and approved by resolution of the Council, 11th May 2023

Reviewed and approved without change by resolution of the Council, 12th June 2025