

# MATTERDALE PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602      Email: [MatterdaleParishClerk@gmail.com](mailto:MatterdaleParishClerk@gmail.com)

[www.matterdaleparishcouncil.org](http://www.matterdaleparishcouncil.org)

## STAFF APPRAISAL POLICY

There should be annual staff appraisals with the following objectives:

- Assessment of past performance and the improvement of future performance
- Assessment of future potential
- Assessment of training and development needs.

Appraisals should be a light touch appraisal with an agenda that would compare performance with job description.

Appraisals should not introduce any new items that have not been previously discussed, eg disciplinary matters.

The Council will appoint two councillors to carry out the Clerk's annual appraisal in September each year. They will have the delegated authority to make decisions about any pay award including the authority to agree the annual cost of living increase.

The appraisal reports should be signed and agreed by both parties and filed in the staff files.

A report should be given to the Full Council stating that the appraisals have been carried out, along with any recommendations.

The appraisal form will also be used as the basis for probationary reviews. The appraisal form is at Appendix A.

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## Appraisal Form

Name of Employee	
Post Held	
Date of Appointment	
Date of Appraisal	
Salary Point	

Current Job
Job Purpose
Description of Duties
Targets

Detailed assessment of performance of duties

- A. Well above the performance expected
- B. Consistently above the acceptable standard of the grade
- C. Generally achieves the acceptable standard of the grade. Meets all the requirements of the job
- D. Not quite up to an acceptable standard, shows some general weaknesses
- E. Consistently below the acceptable standard
- F. Performance well below the expected level

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Knowledge of Duties	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

Quality of work	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

Relations with others	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

Communication skills	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

Ability to work independently	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

Training and qualifications achieved in the last year
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Appraisers' Comments
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Recommendation for Pay (Salary point, date of award)	
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Future targets
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Appraiser 1 signature	
Date	
Appraiser 2 signature	
Date	
Appraisee's signature	
Date	