

# CLIFTON COMMUNITY COUNCIL

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## Appraisal Policy

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### 1 PURPOSE

It is the policy of Clifton Community Council ("the Council") to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include steps to improve performance.

The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees. Once an employee's probationary period is complete they must continue to have the opportunity to discuss their performance with their line manager or a Community Councillor. A full appraisal will take place annually (ideally towards the end of the financial year) so that objectives can be agreed in line with Council objectives for the next 12 months.

Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all. Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which development needs are identified and planned.

### 2 PERFORMANCE REVIEWS

Performance reviews will cover all aspects identified in the relevant job descriptions and may focus on:

- Quality of work, accuracy and detail
- Motivation and ability to work under pressure
- Dependability and timekeeping
- Job knowledge
- Understanding of safety issues
- Knowledge of the Council
- Work planning and the effective use of time
- Problem solving and decision-making
- Flexibility, adaptability, initiative and innovation
- Communication and interpersonal skills
- Teamwork and/or leadership
- Discretion
- Business development

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- Achievement of objectives and targets

Once the appraisal process has been concluded the appraiser will provide a report to be placed on the employee's file.

Appraisals will be undertaken by two members of the Council, who must include the Chairman or Vice Chairman. It is the responsibility of the Chairman to make suitable arrangements for the annual appraisal.

*Approved:* May 2021

*Review:* Annually, for most recent review date visit the policies page of <https://cliftoncommunitycouncil.uk>