

## **MINERA COMMUNITY COUNCIL**

### **Performance review policy and procedure**

#### **Policy**

The Council's policy is that the Clerk and other employees will be appraised annually. This policy will not apply to Councillors in receipt of statutory allowances, for the payment of which they are legally required to be included as employees on the Council's payroll.

The summary of this appraisal should be a fair representation of the dialogue and is to be referred to as a working document throughout the forthcoming year.

The benefits of appraisal in terms of improved communication and enhanced performance both for the Clerk, other employees and for the Council will only be achieved by the continuous commitment of all those involved in the scheme.

The Council's appraisal scheme has been designed to meet the following objectives:

- To assist the Clerk and other employees in performing their jobs to the best of their ability, maximising their job satisfaction and their contribution to the Council's objectives;
- To identify individual training and development needs, and
- To highlight the potential for the Clerk and other employees to develop within their role.

#### **Procedure**

1. The Appraisal interview will occur annually.
2. The Appraisal interview will be carried out by the employee's line manager on a one-to-one basis. (The Council may decide to arrange training in the implementation of this scheme from an external source).
3. The Council's Self-Appraisal and Interview Report forms will be used for the purpose of conducting the appraisal.
4. The appraiser will then arrange the date, time and location of the appraisal meeting, fill in the details at the top of the Self-Appraisal and Interview Report form and notify the Clerk. (The Clerk will notify employees for whom he/she will undertake the appraisal).
5. The Clerk/other employees will be given the Self-Appraisal Notes for their completion (this exercise is voluntary and the Clerk/other employees will not be asked to hand in the completed form). At least five working days should be

given to enable the Clerk/other employees to adequately prepare for the interview.

The following chart represents the sequence of events followed by the appraiser regarding the three stages of the appraisal process:

<b>The Appraiser</b>	
<b>Preparation</b>	
Gathers	Relevant documentation including the objectives set for the Clerk/other employees for the year under consideration.
Completes	The objectives/targets/achieved and skills gained/further development undertaken (where known) under Section A of the Interview Report Form.
Makes notes on	All other sections
<b>The interview</b>	
Asks for the Clerk's/other employee's comments	On their own performance based on the Self-Appraisal Notes
Discusses with the Clerk/other employees and seeks to agree conclusions	On all sections of the Interview Report Form
Completes	All sections and asks the Clerk/other employees to make general comments as well as sign and date the form
Summarises	Own general comments and signs and dates the form
<b>Follow-up</b>	
Keep notes	Of the follow-up actions required to facilitate the achievement of objectives/targets and/or general training and development needs
Retains on File	The Interview Report Form duly signed and all related documentation.
Ensures	Follow-up action takes place as appropriate

The completed Interview Report Form will be viewed as a working document and will be continually referred to and reviewed during the year. Where the objectives/targets agreed at the appraisal interview have changed, new objectives/targets should be agreed with the Clerk/employee.

Footnote : As the Clerk is accountable to the Council as a whole it will be necessary for the Council to create an Appraisal Sub-Committee (comprising of the Chair and Vice-Chair) to consider the outcome of the appraisal process and report back to the Council with the outcome of the annual appraisal process and related recommendations. The Chair of the Sub-Committee should be nominated as the appraiser. The detailed documentation used for the appraisal process should not be shared with the whole Council.