

## **Woughton Community Council**

# **Appraisal and Review Policy 2020**

Woughton Community Council recognises that it has a responsibility to take all reasonable measures to provide consistency in our due diligence concerning our Staff wellbeing, progress and professional development.

Woughton Community Council takes a holistic view in terms of providing an ethical, fair and moral working environment for all employees.

### **Appraisal and Review policy**

Woughton Community Councils Appraisal and Review policy allows a structured means of professional development and welfare.

The policy expresses the critical need for Appraisals and regular one to one meetings of all staff with their relevant line manager, in order to ensure best practise in terms of managerial efforts, organisational and independent targets and goals to best abide by our annual Operational Service plans. The Annual Appraisal is an ongoing process with an initial formal meeting to review progress. The appraisal discussion will allow an opportunity for both parties (the manager and the appraised employee) to reflect and comment of the previous year's achievements. The officiating manager is responsible for giving the employee constructive, timely and honest appraisals of their performance, which should be indicative of progressing towards both the organisational and the individuals goals and development.

The employee and line manager should agree on a Personal Development plan for the employee for the following year. This will reflect the employee's aspirations (where possible and relevant) and the organisation's requirements and should align personal and organisational goals. The organisation and the line manager will support the individual to achieve these goals during the forthcoming year, through best practise of our one to one review structure and potential for training and development. Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

### **Woughton Community Council will:**

- Ensure the appraisal process aims to improve the effectiveness of the organisation by contributing to achieving a well-motivated and competent workforce.
- Ensure that the appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the organisation are being met, and will be met in the next year.
- Warrant the appraisal discussion as a review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each member of staff where relevant.
- Note that the appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
- Ensure that the appraisal process will be a fair and equitable process in line with our Equality Policy.
- Send relevant appraisal discussion form across to staff member for review no less than 48 hours prior to appraisal taking place.

**All Staff will:**

- All employees who are directly employed by Woughton Community Council are required to participate in the appraisal process.
- Treat the appraisal as a two-way discussion with the option to discuss or raise any queries or requests in the form of support to their line manager.
- Be expected to utilise the outcomes set in the annual appraisal, to dedicate their efforts to best meet our requirements and objectives as an organisation.
- Be prepared to detail progression regularly during one to ones, with their Line Manager.
- The employee will be given the opportunity to note any comments that he/she does not agree with and complete a self-assessment.

The annual appraisal will take place annually upon publication of our Operational service plan, this will be an opportunity to discuss both the individual's targets and the departmental objectives for the year. A minimum of six one to one meetings will be conducted throughout the year to review overall progress and individual performance and wellbeing.

**Linked policies**

Supervision and support policy  
Staff handbook

<b>Last review date:</b>	<b>19.08.2020</b>
<b>Next review date:</b>	<b>19.08.2022</b>
<b>Lead:</b>	<b>Samone Winsborough</b>
<b>Overseeing Committee:</b>	<b>Operations Committee</b>
<b>Approved:</b>	
<b>Review cycle:</b>	<b>2 yearly</b>