**COPDOCK AND WASHBROOK PARISH COUNCIL**
**STAFF APPRAISAL POLICY**

1. ABOUT THIS POLICY

1.1 It is the policy of Copdock and Washbrook Parish 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 their performance reviewed. It must include agreed steps to improve performance. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction for all employees.

2. ANNUAL APPRAISAL

2.1 Once an employee's probationary period is complete, they must continue to have the opportunity to discuss their performance. As a minimum this will happen annually. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.

2.2 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 training needs are identified and planned.

2.3 Performance reviews will cover all aspects identified in their job descriptions.

3. SCOPE OF APPRAISAL

3.1 Assessment will, in particular, focus on:

- Quality of work, accuracy and detail, motivation and ability to work under pressure, dependability & timekeeping, job knowledge and 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 achievement of targets

4. RESPONSIBILITY

4.1 Where the appraisal is of the Parish Clerk, this will be the Chair of Council or Vice Chair of the Council.

4.2 Once the appraisal process has been concluded the Chair of the Council will provide a summary of the appraisal to the Clerk and then the full Parish Council.

STATUS: ADOPTED OCTOBER 2026
MINUTE NUMBER 3196(iv)(b)/2627