

Staff Appraisal Policy

1. Purpose

Honeybourne Parish Council is committed to being a good employer and to supporting the effective performance, wellbeing and professional development of its staff.

This policy sets out the Council's approach to staff appraisals.

2. Scope

This policy applies to all staff employed by the Council.

3. Appraisal Arrangements

- Staff appraisals will be carried out annually.
- Appraisals will normally be conducted by the Chair of the Staffing Committee and the Chair of the Council, or their nominees, acting on behalf of the Council.
- Appraisals will be conducted in a private and supportive manner.

4. Appraisal Content

The appraisal discussion will normally include:

- Review of performance over the previous year
- Progress against agreed objectives
- Training and development needs
- Workload and wellbeing
- Objectives and priorities for the year ahead

5. Recording, Reporting and Confidentiality

A written record of the appraisal will be kept.

- Appraisal discussions and records are **confidential** and will be stored securely.
- Where appropriate, a **summary of appraisal outcomes** (excluding personal or sensitive information) may be shared with the Staffing Committee.
- A report may be made to the full Council in **confidential session**, as necessary.

6. Use of Appraisal Outcomes

Appraisal outcomes will be used to:

- Support staff development and wellbeing
- Inform training and development planning
- Assist the Council in fulfilling its responsibilities as a good employer

7. Review

This policy will be reviewed periodically by the Council to ensure it remains appropriate, effective and aligned with best practice.