Sheepy Parish Council Employee Appraisal Policy approved 6th October 2026

Objectives of Policy

To establish an agreed process for: objective setting; performance discussion and appraisal; agreeing and reviewing personal development.

The appraisal policy and its implementation process are designed to allow the employee and employer to have regular and open discussion about the expectations of the employee in their role and their performance. The process should be on-going and constructive to ensure that any concerns and development needs are identified at the earliest opportunity and agreed actions put in place. The overarching aim is for the Parish Council to be a responsible employer and for its employees to contribute to the effectiveness of the Council. The evidence provided through the appraisal process will be used to inform salary review and pay progression.

The appraisal process will be overseen by a sub-committee of the Parish Council (Employee Review Panel). It will include the employee's Line Manager plus at least one elected Councilor.

Procedure

1. The appraisal cycle will be annual.
2. It will normally begin at the start of the financial year.
3. The appraisal process will be managed by the Parish Council Chair or Vice Chair.
4. The Employee will complete the Objectives and Appraisal form (as attached) and forward to the Chair and Vice Chair ahead of the Annual Review Meeting.
5. The Employee Review Panel (ERP) will meet with the employee for the Annual Review Meeting to review performance (appraisal), agree new objectives and identify any development needs (see below).
6. The Employee Review Panel will add their comments to the form following the meeting and return to the employee for their aggrement and signature.
7. The Appraisal form will then be closed once it has the signature of the Chair of the ERP and the employee.
8. The new objectives will remain live and be reviewed periodically (6 monthly) to ensure they remain relevant and to adjust them as necessary. The 6 monthly review will be undertaken at a meeting between the Employee and their Line Manager and/or the employee review panel

The Annual Appraisal Meeting

1. Introductions and purpose of the meeting.
2. Review of Objective and Targets for the previous year comprising:
    - Review of the year's performance
    - Discussion of achievements and concerns

3. Review of role and job description
4. Setting of new objectives and any development areas
5. Summary and agreement of objectives
6. Post appraisal meeting To review salary and pay progression in line with guidelines and put recommendations to Parish Council for discussion and approval

SHEEPY PARISH COUNCIL

THE VILLAGES OF

Sheepy Magna, Sheepy Parva, Sibson, Wellsborough, Upton, Pinwall and Cross Hands

EMPLOYEE APPRAISAL FORM: **CONFIDENTIAL**

Name:	
Role:	
Date of mid-year review meeting:	
Date of Annual Review meeting	

The purpose of the Council's appraisal process is to assess performance against agreed objectives and to identify and agree development needs to ensure that staff reach their potential and perfor,s the role in line with the Parish Council requirements. The appraisal is confidential and will involve the employee and the Employee Review Panel (ERP). It is the Chair's responsibility to ensure that the formal appraisal is carried out at least once every 12 months and progress is monitored by the Line manager in between formal appraisals and 6 month review.

Agreed Objectives (add rows as necessary)	Date to be achieved or if on-going, relevant milestones	Review comments

Employee's comments on performance over Last 6 or 12 months(if applicable)

Review Panel's Comments on performance over Last 6 or 12 months (if applicable)

Signatures	
Employee:	Chair (ERP):
Date:	Date

Forward Job Plan/Objectives

Agreed Objectives (add rows as necessary)	Date to be achieved or if on-going, relevant milestones	Comments

Agreed Training Needs	Date completed

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6 month objective and performance review
• Review of progress against objectives • Discussion on Performance • Agree andy actions or training needs

6 month review	
Employee:	Chair (ERP):
Date:	Date

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