



Fretherne with Saul Parish Council
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STAFF APPRAISAL POLICY

Adopted: October 2021

Reviewed: November 2023

Next review: November 2024

There should be annual staff appraisals with the following objectives:

- Assessment of past performance and the improvement of future performance
- Assessment of future potential
- Assessment of training and development needs.

Appraisals should be a light touch appraisal with an agenda that would compare performance with job description.

Appraisals should not introduce any new items that have not been previously discussed, e.g. disciplinary matters.

Members of staff should use the form to prepare for the Appraisal meeting and provide evidence of performance including copies of training certificates, qualifications attained during the appraisal period.

The Parish Council will appoint one / two Parish Councillors to carry out the Parish Clerk's annual appraisal every April.

The appraisal reports should be signed and agreed by both parties and filed in the staff files, and these are confidential papers.

A report should be given to the full Parish Council stating that the appraisals have been carried out, along with any recommendations.

The appraisal form will also be used as the basis for probationary reviews.