



Annual Appraisal Protocol

All employees of the Council will have an appraisal annually in February where possible or as soon as practicable thereafter. The appraisals will be completed in a suitably private venue where there will not be any interruptions. All paperwork including a blank copy of the appraisal form and a copy of the previous years completed and signed appraisal form will be circulated to all persons being appraised or completing the appraisal at least five working days prior to the appraisal.

The Clerk and the Chairman or Vice Chairman of the Staffing Committee will complete the Assistant to the Clerk's annual appraisal. The Clerk's annual appraisal will be completed by the Chairman and Vice Chairman of the Staffing Committee. If for any reason the Clerk, Chairman or Vice Chairman of the Staffing Committee are unable to make themselves available for the Annual Appraisal meetings, a minimum of two members of the Staffing Committee will complete Annual Appraisals.

The Annual Appraisal process is as follows:

1. Staffing Committee agree Annual Appraisal Form.
2. Staffing Committee consults employees on the form.
3. Annual Appraisal Form ratified through Staffing Committee
4. Employees Job Description discussed with employee for any amendments or updates needed.
5. Staffing Committee consider Job Description discussion and update the Job Description if required and appropriate.
6. Annual Appraisal meeting held.

After the annual appraisal meeting, the appraiser will type the notes of the Annual Appraisal meeting. A typed, completed copy of the Annual Appraisal Form will be give to the employee no later than two weeks after the Annual Appraisal meeting.

The employee will check the typed and completed Annual Appraisal Form. If they do not think that it is an accurate record, they will query it with the appraisers within one week of receiving it. Once all parties are happy with the appraisal notes they will be signed by both the employee and the appraisers.

Once signed the appraisal form will be scanned and saved to the employee's electronic personnel record and the original hard copy will be placed in their personnel folder in the locked filing cabinet. The employee will be given a copy of the completed Annual Appraisal form if they would like one.

Review Date	Reviewed By	Amendments	Minute Number

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