



Annual Appraisal Protocol

Objective

The purpose of the annual appraisal is to evaluate employee performance, provide constructive feedback, set goals for the upcoming year, and support professional development. This process ensures alignment between individual performance and organisational objectives.

Scope

This protocol applies to all employees, including full-time, part-time, and temporary.

Timeline

- **Preparation Phase:** Councillors and employees to complete self-assessment forms by the 31st January.
- **Appraisal Meetings:** Conducted during February.
- **Review and Signing:** Completed appraisal forms must be reviewed and signed within two weeks of the appraisal meeting
- **Follow-Up:** Goals and action plans finalised within two weeks of the appraisal meeting

Responsibilities

- **Employee:**
 - Complete self-assessment form honestly and thoroughly.
 - Prepare to discuss achievements, challenges, and development needs.
 - Propose goals for the next appraisal cycle.
- **Manager:**
 - Review employee self-assessments.
 - Evaluate performance against agreed-upon objectives.
 - Provide constructive feedback during the appraisal meeting.
 - Identify training and development opportunities.



Appraisal Process

1. Self-Assessment:

- Employees circulate the 360° appraisal forms to Councillors and colleagues
- Employees ask questions and discuss where necessary the responses to the 360° forms
- Employees collate 360° responses and complete the self-assessment form.
- Focus areas: key achievements, challenges, areas of improvement, and goals.

2. Manager Assessment:

- Managers assess employee performance based on:
 - Objectives/Key Performance Indicators (KPIs) from the previous cycle.
 - Job responsibilities and role expectations.
 - Behavioural competencies and organisational values.

3. Appraisal Meeting:

- The Clerks annual appraisal will be completed by the Chairman and Vice Chairman of the Staffing Committee.
- All other employee's appraisal will be completed by The Clerk and the Chairman of the Staffing Committee
- Agenda:
 - Review of self-assessment and manager assessment.
 - Recognition of achievements.
 - Constructive feedback on areas for improvement.
 - Discussion on training, growth, and professional development needs.
 - Goal setting for the next performance cycle.

4. Documentation:

- Final appraisal forms, including agreed-upon goals and feedback, signed by both manager and employee.
- Forms filed in Human Resources (HR) files (electronic and hard copy).



5. Follow-Up:

- Mid-year check-ins to monitor progress on goals.
- Training plans implemented as needed.

Confidentiality

All appraisal-related information is confidential. Access is limited to the employee, the Chairman and Vice Chairman of the Staffing Committee. A verbal report on all appraisals will be given at a Staffing Committee meeting.

Review of Protocol

This protocol will be reviewed annually by the Governance Review Committee to ensure its effectiveness and alignment with organisational goals.

| Review Date | Reviewed By | Amendments | Minute Number |
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