



Broomfield and Kingswood Parish Council



Performance Management & Staff Development Policy

Adopted by Broomfield and Kingswood Parish Council on:

Reviewed: 21 August 2023

BROOMFIELD AND KINGSWOOD PARISH COUNCIL

PERFORMANCE MANAGEMENT AND STAFF DEVELOPMENT POLICY

PURPOSE

The professional development of all staff is a key component in the organisational development of the Council, and it aims to enhance the collective and individual effectiveness of staff to:

- Provide a high-quality service which meets the needs of members, residents and other stake holders
- Support the strategic objectives of the Council

Broomfield and Kingswood Parish Council is committed to ensuring that all staff are encouraged and given support to develop their skills and knowledge to meet the demands of the present and the challenges and opportunities that lie ahead.

Staff will be supported in their continuing professional development to ensure the Council meets its strategic objectives.

AIMS

To support the process of organisation development the Council aims:

- To provide staff with the opportunity for formalising structured feedback on performance
- To communicate to all staff, through dialogue and discussion, the corporate goals of the Council and to assist staff to set objectives and develop action plans which are consistent with the goals of the Council
- To provide a structured process for identifying training needs and to support staff to achieve relevant qualifications
- To provide a programme of training and development
- To support the process of organisational development
- To encourage staff in their continuing professional development (CPD) and to contribute to the personal and career development of staff

SCOPE

This policy applies to all employees of Broomfield and Kingswood Parish Council.

PROCEDURES

Performance Management is a continuous cycle of objective setting, feedback, development and review. This is a two-way process and the exchange of ideas will be incorporated into the formal process.

The Staff Development and Performance Review System is the main management process through which the Council will implement its commitment to the training and continuing development of all staff in relation to its stated objectives. All employed staff participate in the process.

The Staff Committee will determine the performance reviews and a member of the Staff Committee will undertake the individual employee's review.

The function of the performance review process is the determination of jointly agreed performance objectives and the identification of training needs.

The core of the performance review system is an interview between the appraiser and the appraisee and covers the individual's responsibilities and duties. The interview should be seen as a two way process and is intended to provide an

opportunity for individuals to put forward their future plans and aspirations as well as to raise any problems they may have with particular areas of work.

The performance review, where possible, should reinforce the satisfactory aspects of an employee's performance. It should seek the improvement of less satisfactory activities by identifying steps which can be undertaken before the next review and which can then be listed on the review form and discussed when the next review takes place. If there are criticisms to be made, the appraiser should show that they have a basis in fact and are not the product of vague rumour or personal feeling.

Performance review meetings are held annually.

All staff can reasonably expect to be given the opportunity to undertake programmes of development agreed during the review which reflect the demands for Council services, occupational needs, market opportunities, organisational requirements and the aspirations of individuals. Priorities, however, as determined by the Council, operational requirements and the available budget, will ultimately determine the nature, direction and participation levels for staff development activities.

CONFIDENTIALITY

All sections of the performance review form are open to the appraiser and appraisee. The form itself is confidential to the appraiser, the appraisee, the Clerk of the Council and the Chairman of the Council. The appraisee retains the copy of the review form and the Clerk holds the original. The appraiser may at each cycle of review consult the last performance review form held by the Clerk.

The performance review documents are kept in confidence so long as the appraisee remains an employee of the Council. On resignation, or retirement, the copies will be destroyed in line with the Council's Document Retention Policy. It is of course open to a member of staff to refer to his or her performance review in any communication with the Council.

The appraiser will provide a short report of the outcome of the performance review to the Staff Committee when considering the salary increments for the next financial year.

PROCEDURE FOR CONDUCTING PERFORMANCE REVIEWS

The appraiser to be agreed at the Staff Committee prior to the review taking place.

No	Procedure	Responsibility	Timescale
1	Copies of performance review forms are available from the Clerk	Appraiser	
2	Appraiser to issue performance review preparation form and set date for review meeting	Appraiser	Two weeks prior to review meeting
3	Appraiser and Appraisee to complete, copy and exchange respective performance review preparation forms.	Appraiser Employee	One week prior to review meeting
4	Performance review meeting to be arranged, conducted and recorded. Performance Review meeting record to be signed and dated by both parties	Appraiser	
5	Performance review meeting record to be monitored to ensure objectives agreed are fair and achievable. Form to be countersigned dated and returned to appraiser	Employee	
6	Performance Review meeting record to be provided to the appraisee for agreement and signing. A copy will be returned to the employee with the original held confidentially by the Clerk	Appraiser Employee Clerk	One week after review meeting
7	Commence action on agreed objectives and approved training	Employee	As soon as possible or from when date set at review.
8	Appraiser to set date for progress review against agreed objectives	Appraiser	
9	Progress review meeting to be arranged, conducted and recorded by Appraiser. Progress review record to be signed and dated by both parties	Appraiser Employee	
10	A copy of the Progress review record to be provided to the appraisee and the original passed to the Clerk	Appraiser Employee Clerk	
11	Review and evaluate progress and recommence performance review cycle	Appraiser	

Failure to Agree Objectives

No	Procedure	Responsibility	Timescale
1	Appraiser to refer matter to HR Sub-Committee along with copy of all accompanying performance review documentation	Appraiser	Immediately
2	Reconvene performance review meeting in presence of appraiser and appraisee. Performance review meeting record to be signed and dated by all parties	Member of HR Sub-Committee	One week
3	Proceed to stage 6		Immediately

Where Agreement still not reached

No	Procedure	Responsibility	Timescale
1	Differences to be signed, recorded and dated by all parties	Member of HR Sub-Committee	One week
2	A copy of the performance review meeting record to be provided to the appraisee and the original passed to the Clerk	Appraiser	Immediately
3	Proceed to stage 7		As soon as possible