



# Barrowby Parish Council

Email: [clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk)

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

## Appraisal Procedure

### Document control

- **Owner:** Staffing Committee
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Staffing for formal adoption at Parish Council  
May 2027

### 1. Purpose

1.1 Barrowby Parish Council is committed to supporting employees to perform well, develop in their roles and receive regular, constructive feedback.

1.2 This procedure provides a fair and consistent framework for:

- reviewing performance and objectives;
- identifying support, training and development needs;
- recognising good performance;
- discussing wellbeing, workload and workplace support; and
- planning future development.

1.3 The Council aims to ensure appraisal is supportive, forward-looking and separate from disciplinary action.

1.4 This procedure should be read alongside the Council's Recruitment and Selection Policy, Equality, Diversity and Inclusion Policy, Sickness Absence Policy and any relevant contract of employment.

### 2. Scope

2.1 This procedure applies to all employees of the Council.

2.2 It does not apply to councillors, although councillor training should be planned separately by the Council.

2.3 New employees will normally be managed through induction and probation arrangements before moving into the normal appraisal cycle.

### 3. Principles

3.1 Appraisal will be:

- supportive and constructive;
- based on evidence and discussion;
- applied fairly and consistently;
- used to identify training and development needs;
- conducted confidentially; and
- adjusted where appropriate for disability, pregnancy, maternity, sickness absence or other relevant circumstances.

3.2 Appraisal is not a disciplinary procedure.

3.3 Where serious concerns about performance arise, these may be managed under the Capability and Performance Policy instead of, or in addition to, the normal appraisal process.

## **4. Responsibilities**

### 4.1 The Council / Staffing Committee

The Council, or delegated Staffing Committee, is responsible for:

- ensuring appraisal arrangements are in place;
- ensuring employees receive appropriate support and development opportunities;
- monitoring completion of appraisals; and
- ensuring confidentiality is maintained.

### 4.2 Appraising manager

The appraising manager will normally be:

- for most employees: the Clerk or other designated manager; and
- for the Clerk: the Staffing Committee, Chair of Staffing, or a delegated appraisal panel supported by external HR advice where appropriate.

The appraising manager is responsible for:

- arranging appraisal meetings;
- reviewing objectives and performance;
- identifying support and training needs;
- keeping a written record; and
- monitoring progress during the year.

### 4.3 Employees

Employees are expected to:

- prepare for appraisal meetings;
- engage positively in the process;
- discuss support or development needs openly;
- work towards agreed objectives; and
- raise any issues affecting performance or wellbeing.

## **5. Appraisal cycle**

5.1 The Council will normally carry out one formal annual appraisal for each employee.

5.2 In addition, there should normally be at least one interim review during the year. For small councils, a six-monthly check-in is usually sufficient.

5.3 The appraisal year may run from [month] to [month], or another cycle determined by the Council.

5.4 Appraisals may be brought forward where there has been:

- a significant change in duties;
- a prolonged absence;
- a return from maternity or other statutory leave;
- a restructure or change in working arrangements; or
- a need to review support or development sooner.

## **6. Preparing for appraisal**

6.1 Before the appraisal meeting, the appraising manager and employee should consider:

- the employee's job description;
- objectives set at the previous appraisal or review;
- key achievements;
- any difficulties or obstacles encountered;
- any training undertaken;
- any training or support still needed; and
- any wellbeing, workload or workplace issues relevant to the role.

6.2 The employee should be given reasonable notice of the appraisal meeting.

6.3 The employee may submit written comments in advance if helpful.

## **7. Appraisal meeting**

7.1 The appraisal meeting will normally cover:

- review of the previous period;
- progress against objectives;
- quality of work and service delivery;
- communication, reliability and teamwork;
- health and safety, compliance and conduct expectations relevant to the role;
- workload and wellbeing;
- support needs;
- training and development needs; and
- objectives for the next period.

7.2 Objectives should be proportionate to the role and, where practicable, specific and achievable.

7.3 The discussion should be two-way and allow the employee to comment on:

- what has gone well;
- what has been challenging;
- what support is needed; and
- what development opportunities would be beneficial.

7.4 Appraisal records should be confirmed in writing and a copy provided to the employee.

## **8. Objectives**

8.1 Objectives will normally be agreed for the next appraisal period.

8.2 Objectives should, where appropriate, be:

- specific;
- measurable where sensible;
- realistic;
- relevant to the role; and
- time-bound.

8.3 For some parish council roles, suitable objectives may include:

- completion of agreed projects or actions;
- service standards;
- compliance tasks;
- communication improvements;
- training completion; or
- improvements in systems or record keeping.

8.4 Objectives must take account of contracted hours, available resources and the practical scale of the role.

## **9. Training and development**

9.1 The Council is committed to providing reasonable training and development relevant to the employee's role and the Council's needs. Access to training should be fair and non-discriminatory.

9.2 Training and development may include:

- induction;
- mandatory or role-specific training;
- refresher training;
- mentoring or coaching;
- shadowing;

- attendance at relevant briefings, webinars or conferences;
- professional body or sector training; and
- learning identified through appraisal or capability processes.

9.3 The appraisal process should identify:

- what training is needed;
- why it is needed;
- whether it is essential or desirable;
- when it should take place; and
- whether any follow-up is needed.

9.4 The Council will consider its budget, operational needs and legal obligations when deciding what training to approve.

9.5 Employees may be asked to share learning from external training where appropriate for Council benefit.

## **10. Informal review during the year**

10.1 A shorter interim review should normally take place between annual appraisals.

10.2 The interim review may cover:

- progress against objectives;
- any changes in duties;
- whether agreed support or training has taken place;
- any new issues affecting performance; and
- whether objectives should be updated.

10.3 A brief written note should be kept.

## **11. Where concerns arise**

11.1 If an appraisal identifies concerns about performance, the first response should normally be supportive and constructive.

11.2 Appropriate responses may include:

- clarifying expectations;
- additional supervision;
- extra training;
- amended objectives;
- workload review;
- reasonable adjustments; or
- a follow-up review meeting.

11.3 If concerns are significant or ongoing, the matter may be managed under the Capability and Performance Policy rather than through the normal appraisal process.

## **12. Equality, reasonable adjustments and wellbeing**

12.1 The Council will apply this procedure fairly and in line with the Equality Act 2010.

12.2 Reasonable adjustments will be considered where appropriate, including in relation to:

- disability;
- long-term health conditions;
- pregnancy or maternity;
- menopause-related symptoms where relevant; and
- any other circumstance where adjustment is appropriate. The Equality Act 2010 requires employers to avoid unlawful discrimination and make reasonable adjustments for disabled employees where the duty applies.

12.3 Appraisal should not penalise employees for disability-related absence, pregnancy-related absence, statutory leave or other protected circumstances.

12.4 Wellbeing and workload should be discussed as part of appraisal where relevant.

## **13. Confidentiality and records**

13.1 Appraisal records are confidential personnel records.

13.2 Records will be retained securely and access limited to those with a legitimate staffing or management reason to see them.

13.3 Personal data will be handled in accordance with the UK GDPR, the Data Protection Act 2018 and the Council's data protection arrangements.

## **14. Review of procedure**

14.1 This procedure will be reviewed annually or earlier if required by legislation, ACAS guidance or operational need.