



## **FRAMPTON COTTERELL PARISH COUNCIL**

### **Appraisal, Supervision & Training Policy**

#### **1. Introduction**

- 1.1 The council recognises our employees are our most valuable asset. Regularly communicating job expectations and supporting staff development is critical for achieving a motivated and capable workforce.
- 1.2 As a small workforce, informal communications are encouraged and will take place on a daily and/or weekly basis between the Clerk and team, discussing work priorities and objectives. These meetings are not recorded.
- 1.3 The council supports a minimum of 4 supervision and 1 appraisal discussion a year, which will be recorded, to enable:
  - a structured and confidential discussion on work programmes linked to Council objectives;
  - the identification of achievements & to raise any concerns;
  - effective employee support & guidance;
  - discussions about training & development needs and individual aspirations;
  - recognition of good performance and reward arrangements.
- 1.4 The Clerk (or the Chair of the Staffing Working Group/Committee in the case of the Clerk) is responsible for ensuring the policy is followed; and for giving employees constructive, timely and honest appraisals of their performance, which should take into account both council and individual aims. The Clerk will ensure the timetable is adhered to and the process is monitored effectively. Employees are expected to engage with all areas of the policy.
- 1.5 The council sees the value in recognising and sometimes rewarding employees whose behaviour and actions go above and beyond the required job standards. The Clerk and councillors are encouraged to verbally and in council meetings, acknowledge and note those employees deserving of recognition. In addition, at the annual appraisal, eligible employees who receive an excellent performance rating can earn an extra day's annual leave.
- 1.6 The council is committed to the principle of encouraging staff and councillors to enhance their role and qualifications by further training. All sponsored training must relate to the needs of the council, be relevant to an individual's job role and be subject to council approval as is dependent on the availability of financial resources.

## **2. Scope**

- 2.1 Informal communications will be held on a regular basis with all employees and casual, agency workers and contractors. Supervision meetings will be held with all employees, including those under probation, and on temporary contracts.
- 2.2 An annual appraisal will be provided to all staff, except new starters in a probation period, staff on temporary contracts of less than a year and casual or agency workers.
- 2.3 Any sponsored training for staff members and Councillors are subject to council approval. The council will consider the type of contracts staff are employed on in determining any requests.

## **3. Supervision Process**

- 3.1 The council acknowledges that supervision is important to enable staff to fulfil the duties outlined in their job description, their role objectives and feel fully supported by the Clerk or Staffing Working Group/Committee in the case of the Clerk (referred to as the council).
- 3.2 Whilst the policy specifies a minimum of 4 meetings per year the Clerk, in liaison with the staff member, can determine if more supervision meetings are required, according to the job performed. If an employee has any concerns about the level of supervision they receive, they should discuss this with the Clerk initially or the Staffing Working Group/Committee.
- 3.3 Supervision will be a flexible two way process. The meeting should take place in a private room, outside of the open office environment as this allows a more open, honest and confidential discussion to take place. The Supervision can follow the outline provided in the template form (Annex 1) to be completed by the Clerk (or Staffing Working Group/Committee in the case of the Clerk) and signed by both parties. A record should be kept on file.
- 3.4 If performance is rated as 'less than satisfactory' this should come as no surprise to the employee as discussions should have already taken place in supervisions. Consideration should be given to the council's Managing Employee Performance Policy (HR advice can be sought following approval from the Staffing Working Group/Committee as HR services are chargeable).

## **4. Appraisal**

### **Before the Appraisal Meeting**

- 4.1 The appraisal discussions will be held over a designated period on an annual basis (as set by the Clerk in liaison with the Staffing Working Group/Committee). The Councillor or Clerk will arrange meetings and give one week's notice when inviting employees. The appraisal form should be provided to the employee with the invite to allow time to reflect and prepare.
- 4.2 The Clerk's appraisal will take place first in the annual cycle (conducted by the Chair or Councillor from the Staffing Working Group/Committee, followed by the Deputy Clerk/RFO and then the remaining workforce.

### **At the Appraisal Meeting**

- 4.3 The meeting should be held in a confidential environment that is free from interruption. The appraisal discussion will allow an opportunity for both the employee and Clerk/Councillor to reflect and comment on the previous year's objectives (linked to Job Descriptions and Council aims). It will praise achievement and encourage the employee in their role.

- 4.4 The meeting will set objectives for the forthcoming year (aligned with council aims) and identify areas for development and improvement (i.e. can improvements be made to the way tasks are carried out).
- 4.5 Any issues of concern/support requirements and training and development needs should be discussed and written onto the form; to include future training requirements, planned qualifications, development opportunities and career planning.
- 4.6 It is important to be specific in terms of evidencing achievements and development needs. Any comments made by the Appraiser or employee are to be constructive and should not be seen as a criticism.
- 4.7 At the meeting you will discuss each category on the form and assessment level, including overall assessment & award. The overall rating can 'less than satisfactory', 'satisfactory', 'good' or 'excellent'.
- 4.8 If attendance or timekeeping relates to pregnancy or disability, advice should be sought from HR on how to treat such episodes (in liaison with the Staffing Working Group/Committee as HR services are chargeable).

### **After the Appraisal Meeting**

- 4.9 Following the meeting the Clerk or Councillor will type up the Appraisal form, to ensure consistency in the application of the process. The form will be given to the employee for them to complete with their comments, (it is important for the employee to express their views on the appraisal).
- 4.10 The appraisal form will be discussed at a Staffing Working Group/Committee meeting, reviewing all council appraisal forms. The Group/Committee will consider all appraisals and overall ratings and will make the final decision on any rating to be agreed.
- 4.11 A good performance rating will result in the granting of an additional day's leave for the current leave year. An excellent performance rating will result in the granting of two additional day's leave for the current leave year. The Clerk will be notified for annual leave recording purposes.
- 4.12 The final version of the appraisal form (marked confidential) will be copied to the employee, the Clerk and another copy will be held on the employee's personal file.
- 4.13 The Staffing Working Group/Committee & Clerk, in liaison with employees will ensure any training, development and support requirements identified in the appraisal are considered.

### **Appeal**

- 4.14 Councillors, the Clerk and employees are asked to support their comments and opinions with factual examples and evidence if necessary. Should an employee believe that they have not received a fair appraisal and/or performance rating they should make this comment on the form

and

discuss the issue with the Councillor or Clerk who conducted the appraisal (members of the Staffing Working Group/Committee can attend the meeting if required).

4.15 Should they still remain dissatisfied, they have the right of appeal to Full Council, within 10 working days of the final appraisal form being returned. Their grounds for appeal should be fully outlined in writing to the Chair of the Council.

## **5. Training and Development**

5.1 Councillors should raise any training requests with the Chair of the Council, Staffing Working Group/Committee and/or Full Council. Staff and the Clerk/Councillor are encouraged to discuss training request in appraisal and supervision meetings.

5.2 When requesting training staff should specify:

- if they are requesting time off during working hours to complete the training;
- any workload implications of the training;
- the qualification title, level & provider, costs and timescales – considering the most economic and effective means to undertake the training i.e. local colleges.

5.3 All training requests will go to the Staffing Working Group/Committee for recommendations to support at Full Council. Requests are subject to the provision and availability of training budgets. Priority will be given to training essential to any job role and training of relevance to the role & council aims.

5.4 If the council agrees to fund a formal recognised qualification, staff will be required to sign a Training Costs Agreement – see Annex 2. Failure to complete the course, withdrawal or resignation from Council employment before or within 12 months of course completion will require the employee to repay 100% of the total costs (which includes course fees & expenses). If resigning between one and two years after completion of the course, the employee will need to repay 50% of the total costs.

## **6. General**

6.1 This policy is regarded as non-contractual and does not form part of any contract of employment. Frampton Cotterell Parish Council reserves the right to amend, update, include or remove any policies according to the need of the Council's business.

**ANNEX 1 - Supervision**

Name:	Clerk/Councillor:
Date:	

**Current Workload**

(e.g. progress; volume; priorities; problems; successes and failures)

	Agreed Action Points
--	----------------------

**Performance**

	Agreed Action Points
--	----------------------

**Personal Support**

(e.g. line management support, teamworking)

	Agreed Action Points
--	----------------------

**Development**

(e.g. new training/development needs identified, progress on previously agreed development)

	Agreed Action Points
--	----------------------

**Other**

(e.g. bright ideas; value for money and efficiency; any other matters)

	Agreed Action Points
--	----------------------

Date of Next Supervision: \_\_\_\_\_

**ANNEX 2 - TRAINING COSTS AGREEMENT**

THIS AGREEMENT is dated .....

AND IS MADE BETWEEN:-

("the Employee"); ..... and

Frampton Cotterell Parish Council.

WHEREAS:-

- A. The Employee is employed by the Employer as a (*insert job title*).....
- B. The Employer has booked a place for the Employee in relation to training and development in..... (*insert subject*) with ..... (name of training provider) ("the Course").

**IT IS HEREBY AGREED AND DECLARED THAT**

1. In consideration of the Employer meeting the costs of the Course which are set out in the Schedule to this Agreement ("the Costs"), the Employee undertakes to reimburse to the Employer the Costs if:
  - (i) he/she voluntarily withdraws from or terminates the Course early without the Employer's prior written consent, including a failure to attend;
  - (ii) he/she is dismissed or otherwise compulsorily discharged from the Course, unless the dismissal or discharge arises out of the discontinuance generally of the Course;
  - (iii) he/she resigns from the employment of the Employer either prior to completion of the Course or within 12 months after the end of the course to repay 100% of the total costs. If resigning one to two years after completion of the course to repay 50% of the total costs.
2. To the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the Costs due in accordance with Clause 1 (iii) under the terms of this Agreement from his/her wages (as defined in Section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to the Employee. If this deduction does not cover the total amount due to the council, any money outstanding to be repaid by the employee within three months of the date of their termination of employment.
3. The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss as a result of the termination of the Employee's employment and takes into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of his/her agreement.

SIGNED:

..... (name of employee)

..... (name of Councillor/Clerk)

for and on behalf of Frampton Cotterell Parish Council.

NB. This Agreement must be signed by both parties prior to the commencement of the Course.

**SCHEDULE OF COSTS**

*(Insert details of the costs to be incurred by the Employer in relation to the Course e.g. the Course fees, the costs of books or other materials, any other expenses paid in connection with the Course).*

Course Fees:-

Cost of books/materials (if applicable):-

Any other expenses:-