

## **Englishcombe Parish Council**

### **Staff Appraisal Scheme**

#### **1. Purpose**

To encourage professional development, recognise achievement, and support continuous improvement.

#### **2. Scope**

Covers all Council employees.

#### **3. Appraisal Cycle**

- Annual appraisals conducted by line managers or Staffing sub-committee.
- Mid-year review optional.

#### **4. Appraisal Process**

- Self-assessment by staff member.
- Formal discussion with manager.
- Joint agreement on objectives and development.

#### **5. Documentation**

- Signed appraisal forms stored confidentially.

#### **6. Training and Development**

- Appraisals identify future training needs.

#### **7. Appeals**

Staff may appeal decisions to the Staffing sub-committee.

#### **8. Review**

Policy reviewed annually.