



# 2026



LOCAL COUNCIL  
AWARD SCHEME  
**GOLD**

## WOOTTON PARISH COUNCIL

### APPRAISAL POLICY



3 Longden Close  
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Bedfordshire  
MK45 3PJ

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## Version History

| Version      | Reviewed at                                                                 | Approved at                                                           |
|--------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Version 1.00 | Full Council Meeting of Wootton Parish Council on 11 <sup>th</sup> May 2016 | Full Council Meeting of Wootton Parish Council on 11 May 2016         |
| Version 1.00 | Annual Meeting of Wootton Parish Council on 10 <sup>th</sup> May 2017       | Annual Meeting of Wootton Parish Council on 10 <sup>th</sup> May 2017 |
| Version 1.00 | Annual Meeting of Wootton Parish Council on 9 <sup>th</sup> May 2018        | Annual Meeting of Wootton Parish Council on 9 <sup>th</sup> May 2018  |
| Version 1.00 | Annual Meeting of Wootton Parish Council on 15 <sup>th</sup> May 2019       | Annual Meeting of Wootton Parish Council on 15 <sup>th</sup> May 2019 |
| Version 1.00 | Annual Meeting of Wootton Parish Council on 5 <sup>th</sup> May 2021        | Annual Meeting of Wootton Parish Council on 5 <sup>th</sup> May 2021  |
| Version 1.00 | Annual Meeting of Wootton Parish Council on 11 <sup>th</sup> May 2022       | Annual Meeting of Wootton Parish Council on 11 <sup>th</sup> May 2022 |
| Version 1.00 | Annual Meeting of Wootton Parish Council on 17 <sup>th</sup> May 2023       | Annual Meeting of Wootton Parish Council on 17 <sup>th</sup> May 2023 |
| Version 1.00 | Annual Meeting of Wootton Parish Council on 8 <sup>th</sup> May 2024        | Annual Meeting of Wootton Parish Council On 8 <sup>th</sup> May 2024  |
| Version 1.00 | Annual Meeting of Wootton Parish Council on 14 <sup>th</sup> May 2025       | Annual Meeting of Wootton Parish Council on 14 <sup>th</sup> May 2025 |
| Version 1.00 | Annual Meeting of Wootton Parish Council on 13 <sup>th</sup> May 2026       | Annual Meeting of Wootton Parish Council on 13 <sup>th</sup> May 2026 |

To be reviewed at each Annual Council Meeting.

# WOOTTON PARISH COUNCIL

## STAFF APPRAISAL POLICY

### Statement of Purpose

The Staff Appraisal Policy has been developed by Wootton Parish Council to ensure it meets the highest standards in employment practice for its staff. It is based on the belief the parish is best served by staff being motivated to work to their highest potential and that this will be achieved by staff being encouraged to reflect on their own performance and to update their skills by having their development needs identified and acted upon.

### Principles

The Staff Appraisal Policy is underpinned by principles of:

- Equality.
- Consistency.
- Fairness.
- Respect.
- Confidentiality.
- Professionalism.

### Entitlement

All members of staff are entitled to an annual appraisal, with a review at six months to check upon progress. Appraisal will be a supportive and developmental process designed to ensure that all staff have the skills and support they need to carry out their role effectively. It will help to ensure that staff continue to improve their performance and develop their practice.

### Appraisers

The Parish Council has four members of staff – the clerk, the recreation caretaker, the litter picker and the allotments officer. The clerk will be appraised by the chairman and vice chairman of the parish council, and the recreation caretaker, litter picker and allotments officer will be appraised by the clerk (as line manager) and one other member from the Finance & General Purposes committee, as necessary.

All responsible for carrying out appraisals will be fully trained and conversant with relevant procedures.

### Process

- a) Guidance for both appraiser and appraisee accompany this policy, together with relevant paperwork to be completed before and after the appraisal and the six-monthly review and will be stored in a secure and confidential location (locked filing cabinet at the clerk's home office).

- b) The timing of both the appraisals should be agreed at least two weeks in advance, and for the review meeting at the appraisal. Both the appraiser and the appraisee should complete the relevant documentation in advance of the appraisal meeting.
- c) The appraiser should plan for an appraisal meeting of around an hour's duration, with the six-monthly review taking approximately half an hour. The appraisal meeting itself should take place in a room that is comfortable and will be undisturbed for the duration of the meeting. Every attempt should be made to create a relaxed environment whilst maintaining appropriate professional standards.
- d) During the appraisal meeting, appraiser and appraisee should share their pre-appraisal documentation relating to performance over the past year, strengths demonstrated, areas for development and objectives for the forthcoming year. The relationship between appraiser and appraisee should also be discussed in a non-threatening manner, with a view to improvements in the relationship if necessary.
- e) Objectives set for the forthcoming year should be specific, measurable, attainable, relevant and time-bound (SMART). They should relate to the objectives of the parish council and should be agreed between appraiser and appraisee, together with any development that may be needed to achieve the objectives.
- f) The appraisal record and action plan should be completed at the meeting or shortly thereafter and signed by both appraiser and appraisee. The document should be dated, a copy given to the appraisee, and the original should be stored securely and confidentially in the appraisee's personnel file.
- g) The six-monthly review meeting should focus on reviewing progress towards the agreed objectives, amending the targets in line with the objectives of the parish council if necessary, and identifying any further staff development needs that may be necessary in order to achieve the specified objectives. The review documentation should be signed by both parties, a copy given to the appraisee, and stored securely and confidentially in the appraisee's personnel file.
- h) Should the appraisal process identify any areas of serious under-performance, the emphasis should be on identifying and actioning development needs. Appraisal should be seen as essentially a supportive and developmental process.

## Appeal

The appraisee has the right to appeal against any of the entries in the written appraisal record. The appraisee should put her/his concerns in writing to the chairman of the Finance & General Purposes Committee, and the appeal will be heard by members of the Finance & General Purposes Committee, with a recommendation to Full Council.

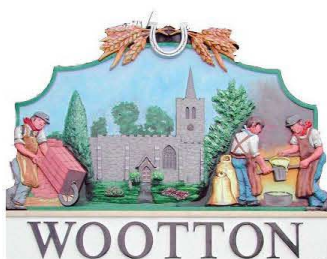
## Guidance on Completing the Appraisal

The appraisal will be meaningful, objective and effective – so tailored as necessary to best meet the requirements of each member of staff, according to the role they undertake.

The assessment will in particular focus on:

- Quality of work, accuracy and detail motivation and ability to work under pressure.
- Dependability and timekeeping.
- Job knowledge.
- Understanding safety issues.
- Knowledge of the parish council.
- Effective use of time and ability to plan.
- Flexibility, adaptability, initiative and innovation.
- Communication and interpersonal skills.
- Teamwork and/or leadership.
- Discretion.
- Business development.
- Problem solving and decision-making.
- Achievement of targets.

Refer to Appendix One for an Appraisal template.



**To be  
dated**

Staff Appraisal

## Wootton Parish Council



Performance Appraisal

3 Longden Close,  
Haynes,  
Bedfordshire  
MK45 3PJ

[Clerk@Wootton-pc.gov.uk](mailto:Clerk@Wootton-pc.gov.uk)

Tel: 07531 930788

## STAFF APPRAISAL

### This Year

|     |                |
|-----|----------------|
| May | Set Objectives |
|-----|----------------|



|         |                |
|---------|----------------|
| October | 6 Month Review |
|---------|----------------|



|       |                    |
|-------|--------------------|
| April | End of Year Review |
|-------|--------------------|



### Next Year

|           |                               |
|-----------|-------------------------------|
| April/May | Identify Training Requirement |
|-----------|-------------------------------|



|     |                |
|-----|----------------|
| May | Set Objectives |
|-----|----------------|



|         |                |
|---------|----------------|
| October | 6 Month Review |
|---------|----------------|

|               |  |
|---------------|--|
| Employee Name |  |
| Job Title     |  |
| Period        |  |

|                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>PART ONE</b><br/> <b>Development and Training Summary</b></p> <p>Areas of the employee's work where further training and support is required <b>based on last year's review</b>, any areas where performance is particularly strong and should be developed further</p> <p><b><u>To be completed by the appraiser after the Annual Appraisal Meeting of the previous year.</u></b></p> |
|                                                                                                                                                                                                                                                                                                                                                                                              |

**PART TWO**

**Personal Objectives**

**These will form this year's Personal Objectives**

To be completed by the appraiser after Part One of the Annual Appraisal Meeting before being sent to the employee in the draft appraisal agreement. A minimum of three objectives should be set. There is no maximum, but workloads should be manageable

**Objective One**

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**Objective Two**

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**Objective Three**

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|  |
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**Objective Four**

|  |
|--|
|  |
|--|

TEMPLATE

|                                                            |
|------------------------------------------------------------|
| <b>PART THREE</b>                                          |
| <b>Six-Monthly Review – as set in Part Two</b>             |
| <b>Date of Meeting</b>                                     |
| <b>What has gone well in the past six months?</b>          |
| <b>What could have gone better in the past six months?</b> |
| <b>Objective One</b>                                       |
|                                                            |
| <b>Objective Two</b>                                       |
|                                                            |
| <b>Objective Three</b>                                     |
|                                                            |
| <b>Objective Four</b>                                      |
|                                                            |

**PART FOUR**  
**Personal Objectives**

Employee to complete before Annual Appraisal Meeting – as set in Part Two

**Current Performance**

**What has gone well in the past year?**

Employee to complete before Annual Appraisal Meeting

**What could have gone better?**

Employee to complete before Annual Appraisal Meeting

**Objective One**

Comments

Delete as appropriate

Not achieved

Partly achieved

Achieved

Achieved beyond expectation

Not achieved, but for an acceptable reason – please state:

**Objective Two**

Comments

Delete as appropriate

Not achieved

Partly achieved

Achieved

Achieved beyond expectation

Not achieved, but for an acceptable reason – please state:

**Objective Three**

Comments

Delete as appropriate

|                                                                                                                                                                                                                                                                                                                                                                                          |                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                          | Not achieved<br>Partly achieved<br>Achieved<br>Achieved beyond expectation |
| Not achieved, but for an acceptable reason – please state:                                                                                                                                                                                                                                                                                                                               |                                                                            |
| <b>Objective Four</b>                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| Comments                                                                                                                                                                                                                                                                                                                                                                                 | Delete as appropriate                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                          | Not achieved<br>Partly achieved<br>Achieved<br>Achieved beyond expectation |
| Not achieved, but for an acceptable reason – please state:                                                                                                                                                                                                                                                                                                                               |                                                                            |
| <b>Development and Training</b><br><br>List specific requirements for any training or development. May include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or to develop him/her further<br><br><u>Employee to complete before Annual Appraisal Meeting</u> |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                          |                                                                            |
| <b>APPRAISER(S)</b>                                                                                                                                                                                                                                                                                                                                                                      |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                          |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                          |                                                                            |