

### **Introduction**

This policy explains the approach to evaluating employees based upon their performance. It emphasises open communication and constructive feedback between line managers and their team member(s) and details the requirements for an agreed job description, timely work objectives and frequency of reviews.

This policy should be read in conjunction with the Personnel Policy document.

### **Process**

- Each employee should be made aware of the line management structure within the organisation.
- Each employee should agree their own personal job description with their designated line manager.
- The employee may be required to undergo a period of probation before full time tenure is approved.
- The employee and their line manager should agree a series of time-related work objectives appropriate to their own personal job description. An example is “achieve/complete x by y” where x is the work objective and y is the agreed date.

### **Review procedure**

- The line manager should set a time-table for a face to face review with the employee. The timetable to be determined by the role required and the experience of the employee. Generally there will be a six month review of progress against the agreed work objectives, although this may be more frequent where the employee is on probation.
- The purpose of the review is to both monitor progress but also to identify any difficulties in achieving the agreed work objectives.
- It is important that there are no emerging surprises relating to the employee’s performance at this stage as they should have been addressed at an earlier stage. It is incumbent upon the employee to identify where they think they may fail to achieve their agreed work objectives. This provides the opportunity to identify training needs and revise work objectives.
- **Dealing with poor performance**
- In general terms, agreeing a job description and appropriate work objectives with regular reviews should provide the employee with a clear understanding of the expectancy of their role within the organisation.

- Poor performance can manifest itself in many ways and it is the responsibility of the line manager to address it in a timely manner. It is important to discuss poor performance in a sensitive and factual manner so that remedial steps can be undertaken.
- Any discussion that takes place, and appropriate remedial steps agreed, should be documented, and signed by both parties.
- Where the employee is on probation it may be necessary to extend the period of probation.
- Where there is disagreement between the employee and the line manager the matter should be referred to the Chair of the Parish Council who shall interview both parties, separately, at mutually acceptable dates.
- Employees have a statutory right to be accompanied or represented by a trade union representative or a work colleague at any disciplinary interview. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
- The decision of the Chair of the Parish Council should be delivered to the employee in writing.
- The decision by the Chair of the Parish Council is final.

***N B Not included in this policy document is the designation of the line managers, i.e. a councillor being the line manager of the Parish Clerk and the Parish Clerk line managing the other employees, e.g. caretaker/cleaner***