

# KEGWORTH PARISH COUNCIL

## PERFORMANCE REVIEW POLICY & PROCEDURE

It is important to Kegworth Parish Council that all employees have a regular opportunity to discuss their performance, objectives and training requirements. This discussion is known as a Performance Review.

When you start working with Kegworth Parish Council (KPC), your line manager will explain your role, the expected standards of performance, share any related guidance such as a job description and provide you with appropriate training and support.

To make sure that you are performing to the expected level we will formally review your performance regularly. The performance review meeting gives you an opportunity to discuss and review with your line manager the progress and achievements you have made and to identify any training or development that will help you to improve your performance.

This Performance Review policy and procedure applies to all employees of KPC. The key elements are:

1. All written job descriptions should be current and accurate and, as appropriate, reflect the Council's objectives.
2. Employees should also have clear written objectives, which are time bound, with associated targets as required.
3. Your line manager will hold 6-monthly performance review meetings with you, to evaluate your performance and development against your job description and objectives. The review meeting will:
  - a. ensure that you know what performance is expected of you, and give you the opportunity to receive feedback.
  - b. ensure that you have the opportunity to discuss training, development and support within your role, in order to fulfil your maximum potential.
  - c. help you to understand the contribution your role makes in meeting the Council's overall objectives.

4. At the end of the review meeting, you should have agreed individual objectives (with timescales) and, where appropriate, an individual training plan. These will be used as working documents throughout the year and updated when required.
5. After the review meeting we will create a written review summary, including any agreed actions and any training required. You will receive a copy of this document to agree and sign. We will keep a copy of the review summary on your personnel file for reference and future review meetings.
6. If you have any concerns regarding your review you should raise them with the Chair of the HR Committee.

This policy will be reviewed annually.

**PERFORMANCE REVIEW PROCEDURE**

1. Performance reviews will usually take place in April and October.
2. Performance reviews will be carried out by the Clerk except that, for the Clerk, the review will be carried out by 2 members of the HR Committee.
3. The review meeting in April will be a full review to agree your objectives and any training requirements at the start of the Council’s financial year. You should expect this meeting to last around 1 hour.
4. The review meeting in October will be a shorter review of your progress to date and a discussion about any changes that need to be made to your objectives and/ or training.
5. You will be asked to complete Section 1 of the form at Appendix A before the review meeting, to help you to prepare.

November 2021

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**Appendix A: PERSONAL PERFORMANCE & DEVELOPMENT FORM**

**NAME.....**

**JOB.....**

**DATE OF REVIEW .....**

**REVIEW CONDUCTED BY.....**

Please complete Section 1 of this form before your review as it will be discussed during the meeting.

## **SECTION 1 – Review of your performance**

**To be completed by the employee before the review meeting.**

1 What are the main tasks you have been involved in since your last review?

2 Summarise how well you have met your objectives and any achievements you are particularly proud of.

3 Are there any actions or objectives you have not achieved and, if so, why?

4 Which parts of your role have you enjoyed the most and the least?

5 How well have you worked with your colleagues?

6 How supportive has your line manager been? Is there any further support you need from your manager or KPC?

**SECTION 2 – Performance Review Summary**

**To be discussed and completed by the employee and manager during the review meeting.**

1 Does your current job description accurately reflect your role? – or have your duties changed?

2 What would you most like to achieve in the coming year?

3 Are there any extra skills or knowledge that would help you to improve your performance? (include any training / development)

4	Summary of agreed objectives, actions and training and other support for the next 6 months.
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**SECTION 3 – Feedback summary**

**To be discussed during the review meeting and completed by the manager following the review.**

Summary of employee's performance and any feedback provided:
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Manager's signature.....

Employee's signature.....

Date.....