



# APPRAISAL POLICY FOR EMPLOYEES

## Document history

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**THIS APPRAISAL POLICY FOR EMPLOYEES IS PUBLISHED AS APPROVED BY  
CUMBRIA ASSOCIATION OF LOCAL COUNCILS ON 11th APRIL 2026**



## **Cumbria Association of Local Councils (CALC)**

### **Appraisal Policy for employees**

It is the policy of CALC to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have their work performance reviewed. It must include steps to improve performance.

The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees. Once an employee's probationary period is complete they must continue to have the opportunity to discuss their performance with the Chief Officer of CALC. A full appraisal will take place annually ideally by the end of May so that key tasks can be agreed that contribute to achievement of CALC's strategic plan for the next 12 months.

Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all. Any appraisal interview shall discuss and agree key tasks for the coming period as well as reviewing performance to date and shall be the point at which development needs are identified and planned. The appraisal will also provide the employee with an opportunity to identify anything they need which would help them with their role.

Performance reviews will cover all aspects identified in their job descriptions and may focus on:

Quality of work, accuracy and detail motivation and ability to work under pressure

Job knowledge

Understanding of safety issues

Work planning and the effective use of time

Problem solving and decision-making

Flexibility, adaptability, initiative and innovation

Communication and interpersonal skills

Teamwork and/or leadership

Discretion

Business development

Achievement of objectives and targets

Once the appraisal process has been concluded the appraiser will provide a report outlining the main points of the discussion, agreed key tasks and any training



requirements, which will be counter signed as an accurate record by both parties. A signed copy will be placed on the employee's file.

Appraisals will be undertaken by the Chief Officer for all staff.

The Chair of CALC will appraise the work performance of the Chief Officer.