



Date	September 2025	<b>Proposed Agenda Item</b>	
Agenda No:			
Title	Staff Appraisal System and Personal Performance & Development Form.		
B a c k g r o u n d	<p>One of the remits of the Staffing Advisory Group is to conduct the Clerks annual Performance Management review.</p> <p>The Staffing Advisory Group undertook a review of the process of conducting Annual Staff appraisal.</p> <p>It became apparent that any historical documents previously used by HPC were not available.</p> <p>Cllr Atkinson as chair of Staffing contacted CALC for advice.</p> <p>1) CALC provided an Appraisal System Procedure document.</p> <p>2) Staff Appraisals Personal Performance &amp; Development meeting standard format form was recommended, by CALC.</p>		
C o n s i d e r a t i o n s	<p>The Staffing Advisory Group feel it is important to adopt a standard format to ensure HPC can, support staff to fulfil their maximum potential and to assist staff in their involvement and participation in the Council's commitment to continuous improvement.</p> <p>Appraisal System Procedure was supplied by CALC .</p> <p>Staff Appraisal Personal Performance &amp; Development standard meetings form was supplied by CALC.</p> <p>The Staffing Advisory Group have made minor modifications.</p> <p>The month of the year the Appraisal will take place.</p> <p>Deleted unrelated questions.</p> <p>Both Documents have been supplied with the proposal.</p>		
P r o p o s a l s	<p>1) Agree to Adopt the - Appraisal System Procedure Document.</p> <p>2) Agree to adopt the - Staff Appraisals Personal Performance &amp; Development Standard meeting Form.</p>		
Risk	Low		
Author	Staffing AG		
Date	August 2025		

