

WIRKSWORTH TOWN COUNCIL



Staff Appraisal Policy

Adopted 15/07/24

Minute C24/40

This policy will be reviewed annually
at the Annual Town Council Meeting

OVERVIEW

It is the policy of Wirksworth Town Council (the Council) 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 his or her performance reviewed. It must include agreed 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.

Employees must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager. In addition to this on an annual basis each employee should have a formal appraisal which is recorded and added to their staff file.

Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.

ANNUAL APPRAISAL PROCESS

Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.

Performance reviews will cover all aspects identified in their job descriptions. Assessment will in particular focus on:

- quality of work, accuracy and detail
- ability to work under pressure
- flexibility, adaptability, initiative and innovation
- communication and interpersonal skills
- teamwork and / or leadership
- discretion
- dependability & timekeeping
- job knowledge
- understanding of safety issues
- knowledge of the Council
- work planning and the effective use of time
- problem solving and decision-making
- personal and professional development (including training needs)

Before any appraisal interview, the appraiser should gain perceptions of performance by enquiries of colleagues having any involvement with the staff member in question and will bear in mind observations from councillors and members of the public. (If appropriate) the views of any line manager will be sought.

Each employee will be provided with an appraisal preparation form (Appendix 1) to assist them in preparing for their Annual Appraisal.

Annual Appraisals (Appendix 2) will be carried out by the Clerk to the Town Council. All appraisals shall be reported to chair of FB&P ('Reviewing Manager'). Prior to final sign-off of the annual review, employees will be given the opportunity to meet with the Chair should they wish.

Where the appraisal is of the Clerk to the Town Council, it is Council policy that a sub-committee of the Finance, Buildings & Personnel Committee act as line manager and seek views in the initial preparation stage. This should comprise a minimum of 2 councillors and should include at least one of the following: Chair of FB&P Committee, Mayor or Deputy Mayor.

APPENDIX

Name:	Job title:
<p>Please agree with your manager how you will use this preparation form and whether you will be forwarding it to him/her before the date of your appraisal meeting.</p> <p>Your meeting is appointed for [time] on [date] and will take place in [meeting room].</p>	
<p>1. Are you clear about what is required of you in your job and how this contributes to the Town Council's goals? Please use your job description and any previously agreed objectives to help you consider this question.</p>	
<p>2. Are there any particular areas of your job in which you feel that you have particular strengths?</p>	
<p>3. Are there any areas of your job in which you feel that you would like additional support to be able to do the work more effectively?</p>	

4. What training and development would you like to access to help you to do your job well or to develop into another role within the Town Council?

5. Are there any other areas of work within the Town Council that interest you?

6. Are there any other points that you would like to raise?

Appendix 2 – Annual Appraisal Form

Employee's name:	
Job title:	
Department:	
Date of engagement:	
Manager:	
Date of meeting:	
Current performance	
<p>This section should be used to record discussion on the key areas of the job and include a summary of achievement in any objectives that have been previously agreed.</p>	
Development summary	
<p>This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.</p>	
Development and training	
<p>This section should list specific requirements for any training or development. These activities are not restricted to training courses, and 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.</p>	

Appendix 2 – Annual Appraisal Form

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Career planning

This section should record any areas of the department or Company in which the employee has expressed a specific interest.

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Other areas of discussion

This section should record any other points raised at the appraisal meeting.

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Employee's signature:

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Appraiser's signature:

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Date:

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Reviewing manager's signature:

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Date:

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One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.