



LEEK TOWN COUNCIL

APPRAISAL AND REVIEW POLICY

Approved 21st May 2024

1 INTRODUCTION:

- 1.1 The Appraisal and Review Policy covers the employees of Leek Town Council. Formal appraisals are completed on an annual basis. Throughout the course of the year, staff development and performance are managed by the Town Clerk and the Human Resources Committee.
- 1.2 Staff should always be aware of the Council's expectations related to their employment and development. An annual appraisal is an opportunity to review performance, set mutual objectives and highlight opportunities for development.
- 1.3 Employees will be informed of this procedure as part of their induction period. Any issues related to the accuracy or fairness within the appraisal should be resolved informally where possible. Employees may use the **Grievance and Discipline at Work Policy** if the disagreement is not resolved.

2. PURPOSE OF THE POLICY:

- 2.1 The purpose of this policy is to ensure that the Town Council has a clear, consistent, and fair approach to appraisal and review.
- 2.2 Appraisal is designed to:
 - give and receive feedback.
 - review objectives set at the last appraisal meeting.
 - agree any additional objectives.
 - identify development and training needs and opportunities.

- 2.3 A performance management framework-ensures that all employees:
- have an annual face-to-face appraisal,
 - regularly meet with their line manager to discuss their performance during the year and discuss work activity, learning and development,
 - know what is expected of them in terms of the standard of their performance from the beginning of their employment,
 - have an initial appraisal shortly after starting their employment or new post,
 - are made aware of any poor performance areas in their work and receive recognition for their achievements.

3 PROVISIONS:

- 3.1 The General Principles of appraisal are that:
All employees take part in a formal annual appraisal process using the document included at the end of this policy.

Clear, honest, helpful, and constructive feedback is given based on observed behaviour and recorded activities, with clear, factual descriptions given, with objectives set for the coming year and suggestions for improvement if necessary.

appraisees will be assessed against their objectives as established on appointment or at their last appraisal,

Refusal to participate in an appraisal will be considered to be a disciplinary matter and should be dealt with through the **Grievance and Disciplinary Policy**.

- 3.2 The Town Clerk will demonstrate consistency of assessment against employees given objectives, reflecting on successes, development needs and aspirations as seen by the Clerk and the employee. This process runs alongside regular discussion related to successes and aspirations.

3.3 When Setting Objectives

- They should be set in line with the responsibility level and scope of work outlined in the appraisee's current, up-to-date job description.
- Significant changes to objectives and action plans should be discussed with the individual employee.
- Performance against objectives, targets and values should be assessed by objective evidence wherever possible and both appraiser and appraisee share the responsibility for monitoring progress on the agreed objectives.

- Councillors may play a role in identifying possible appraisal objectives for the Town Clerk. These items should be submitted for consideration to the Chair of the Human Resources Committee on an annual basis.
- The need for additional equipment and other support to enable the employee to carry out/better carry out their duties will be identified.

3.4 Meetings will be accurately recorded in writing, using the form attached, and the appraiser and appraisee should sign signifying their agreement and copies received within five working days.

4. TOWN CLERK RESPONSIBILITIES:

4.1 The Town Clerk will

- Ensure that each member of staff has an individual appraisal at least once every 12 months.
- Ensure that each member of staff has an up-to-date job description.
- Inform the Finance Strategy and Management Committee of the date of each appraisal
- Meet regularly with staff, either individually and/or as a team, in between appraisal meetings.
- Review and maintain the Appraisal and Review Policy.

5 LONG TERM ABSENCES INCLUDING MATERNITY LEAVE:

5.1 If employees are absent during an appraisal year, objectives and timescales should be reviewed to accommodate the absence where possible. Absences due to a disability or maternity should not affect the overall outcome of the appraisal.

ANNUAL PERFORMANCE APPRAISAL FORM

Name		Position	
Managers Name		Length of Service	
Date Appraisal Completed			
1. Has the last year been good/ bad/ satisfactory? Please give reasons for your answer.			
2. What do you consider to be your most important achievements of the past year?			

3. What elements do you find most challenging about your role?

4. What elements of the job interest you most?

5. What do you consider to be the most important aims and tasks for the next year?

These should be agreed between the staff member and Town Clerk.

(These should be reviewed each year when considering achievements in 2.)

6. What sort of training/experiences would benefit you in the next year?

7. Are there any other considerations that should be discussed as part of this appraisal process?

(Consider ICT equipment, flexible working arrangements or whether any reasonable adjustments made to support a disability are still appropriate.

An annual review of workspaces and a workplace assessment will be completed as part of this process)