



# Penrith Town Council

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## STAFF APPRAISAL POLICY

### 1. POLICY AIMS

- a) Encourage and improve communication between colleagues by providing a formal opportunity to discuss progress, priorities and training needs.
- b) Achieve a clear understanding of expectations and responsibilities.
- c) To prepare an individual work and development plan.
- d) Identify training/development needs and aspirations of staff.

The appraisal process is not used to address performance or disciplinary related matters. These are the five key principles, which underpin the appraisal process:

**Universal:**

Every employee will take part in the process.

**Consistent:**

Every employee will take part in the same process, and complete the same documentation, within the same timeframe.

**Fair:**

Every employee will have their performance reviewed against clear, relevant, achievable and agreed criteria. Performance is assessed against clear actions and outcomes not compared with the performance of other employees, or other irrelevant factors.

**Two-Way:**

Each employee will have the same opportunity to have their own say in terms of their own performance and development: they will have the opportunity to help set performance individual actions and expected outcomes, and to identify their own development needs, and how best to meet them.

**Respectful:**

All staff will be valued as individuals, whatever their contribution to performance. The appraisal will value, and take positive account of, the diversity that exists among its employees, and the differing aspirations of the workforce. The appraisal, its processes, documentation and timetable, are designed to encourage collaboration between participants.

## 2. PROCEDURE

An appraisal meeting is held on a one-to-one basis with the employees' Line Manager/Supervisor; in respect of the Town Clerk, this will be the Chairman of the Town Council.

## 3. NOTICE AND STAGES OF APPRAISAL

At least 14 days' notice is provided in advance of the appraisal meeting. The Appraisal process consists of three main stages. Each of these stages relates to different parts of the appraisal documentation:

<b>Stage 1</b>	<b>Preparation for the Appraisal</b>	Employee and line manager to complete individual preparation form. (Links to employees job description)
<b>Stage 2</b>	<b>Appraisal</b>	Employee and line manager brings individual preparation form, and completes the Appraisal form (combining notes from each individual preparation forms) Tasks/Actions are set Learning and development plan discussed – Link to priority: <b>Note</b> Priority criteria for professional development <ul style="list-style-type: none"><li>• Priority 1 – Statutory requirement or essential for effective performance in post</li><li>• Priority 2 – Desirable for enhanced performance in current post.</li><li>• Priority 3 – Requested for future professional development</li></ul>
<b>Stage 3</b>	<b>Completed Appraisal form</b>	Final copy is given to employee The Original is filed in staff personal folder along with the development and work plan. Tasks/Actions and learning and development discussed at each line management/supervision

## **4. RESPONSIBILITIES**

### **a) THE EMPLOYEE WILL:**

- Ensure they understand the process, and its purpose.
- Attend with their Manager/Supervisor the appraisal meeting.
- Sign the appraisal document.
- Remind their Manager/Supervisor if they have not had their annual appraisal meeting or have missed any progress review meetings.
- Raise any concerns regarding their performance or development with their Manager/Supervisor as soon as they become an issue, rather than wait for a formal appraisal meeting. The Councils capability procedure may be required if there is a performance or development issue.

### **b) THE APPRAISOR WILL:**

- Ensure the employee understands the process, and its purpose.
- Arrange the annual appraisal meeting and all progress review meetings.
- Send copies of all required document to the employee.
- Complete all required documents.
- Ensure appropriate action is recorded after each review meeting.
- Raise any concerns regarding individual performance with the employee with the employee as soon as they become an issue, rather than wait for a formal appraisal meeting.

## **5. PREPARATION BY THE EMPLOYEE**

Prior to the appraisal meeting, employees should reflect on their performance during the last appraisal period and make a note of any difficulties they have experienced or concerns they have. Employees should also consider whether they have any constructive comments, questions or suggestions they may wish to make.

Additionally, employees should consider their own Interests and training aspirations, other specific factors affecting overall performance and their individual strengths and areas for improvement.

## **6. THE APPRAISAL INTERVIEW**

A review of the past years performance will take place, including an overall assessment of whether objectives were met from previous year's appraisal. A review of the employee's current job description will also be undertaken and agreement reached on any minor changes required. Key objectives will be set for the forthcoming year.

Objectives need to be **SMART** – they need to be:

- Specific
- Measurable
- Achievable
- Relevant/Realistic
- Time related

It is important for the manager/supervisor and the employee to be specific and to recognise that listening is just as important as talking. The atmosphere must be one of openness and trust. Any comments made by the appraiser or jobholder are to be constructive and should not be seen as criticism.

## **7. RECORD KEEPING**

At the end of the interview, the appraiser will sign and date the paperwork which will then be signed by the employee. (**Note:** Signing the form does not constitute formal agreement with the comments made by the Manager/Supervisor. It is an accurate record of the meeting).

The original will be kept in the employee's personal file, and will be used to review the past year, prioritising tasks and objectives for the forthcoming year and identifying training/development needs and opportunities. Staff will receive a copy of the completed appraisal.

## **8. APPEAL PROCEDURE**

If an employee is not happy with the outcome of the appraisal, they should discuss the matter with the appraiser to reach an agreement.

If, following discussions, an employee considers that their concerns have not been suitably resolved; the matter should be discussed with the Chair who will attempt to resolve the matter.

If the problem remains unresolved, employees must appeal in writing to the Chair within 10 working days of receipt of their copy of the appraisal form, requesting an appeal hearing by Elected Members of the Town Council. The Councils Staff Sub-Committee hears appeals.

**Approved: May 2016**  
**Review: May 2021**