

South Woodham Ferrers Town Council

Appraisal Policy

1. Introduction

- 1.1 It is the Policy of South Woodham Ferrers Town 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 employee to have their performance reviewed. It must include any 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;
- 1.2 Once an employee's probationary period is complete, they will continue to have the opportunity to discuss their performance with their line manager. As a minimum this will happen annually. Any appraisal meeting 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;
- 1.3 Performance reviews will cover all aspects identified in their job description and completed quarterly by the Town Clerk.

2. Procedure

2.1 Schedule for Appraisals

- 2.1.1 Once the probationary period has been completed, the appraisal will be carried out in the month of December.

2.2 Appraisal Preparation

- 2.2.1 Appraisals shall be carried out in a formal meeting between the employee and their line manager;
- 2.2.2 In the case of the Clerk, the meeting will be held with the Chairman/Mayor of the Council. The appraiser is responsible for scheduling the appraisal meeting date;
- 2.2.3 The Clerk may ask for the Vice Chairman of the Council/Deputy Mayor to be present at the appraisal meeting;
- 2.2.4 The Chairman of the Council will seek the views of Councillors, in particular Committee Chairmen, on the Clerk's performance prior to the appraisal. The Clerk will also approach each Councillor for feedback prior to the appraisal;
- 2.2.5 For all other Council employees, the Clerk (as the Line Manager) will carry out all appraisals and will seek the views of Councillors on performance prior to the appraisal;
- 2.2.6 Each employee will be provided with adequate notice of the appraisal meeting and a list of objectives for the following year is to be drawn up.

3 The Appraisal Meeting

- 3.1 An informal atmosphere will be arranged, and the meeting should be free from interruptions. The purpose and scope of the meeting will be explained to the employee and include the following:
 - Review – previous objectives and discuss individual's actual performance
 - Agree – future performance objectives and identify any support and development plans. Targets set should be achievable and realistic using SMART (Specific, Measurable, Agreed, Realistic, Timed)

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- Plan – identify training and development needs and plan for implementation
- 3.2 The appraiser should discuss the employee's strengths and weaknesses and how far agreed objectives have been met;
- 3.3 The appraiser and employee should then agree future objectives and discuss any development needs appropriate to the existing job;
- 3.4 The appraiser and employee should summarise the plans which are agreed;
- 3.5 If there are any disagreements, the appraiser should explain how the employee can follow procedure and raise objections against their appraisal.

4. After the Appraisal Meeting

- 4.1 After the meeting, the appraiser will write up a summary of the main points and any objectives agreed using the Appraisal Form. This will then be forwarded to the employee for checking and comments and be signed by both the employee and appraiser with a copy to be retained by the employee and a second copy stored in the employee's personnel file;
- 4.2 It is essential that any points arising from the meeting are followed up and any agreed actions are carried forward;
- 4.3 Employees may use the Grievance Procedure in the event of problems over the accuracy or the fairness of the appraisal record or meeting;
- 4.4 The Chairman of the Council will provide the Staffing Committee with a summary of the outcome of the Clerk's appraisal showing the following year's objectives once the process has been completed. Similarly, the Clerk will provide a report for all other staff.

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