



# **PORTISHEAD TOWN COUNCIL APPRAISAL SCHEME POLICY**

## **1. Introduction**

- 1.1 Portishead Town Council is committed to the recognition that people are the Council's most important and valued resource.
- 1.1 The appraisal process ensures that the contribution of each employee to the ongoing function and future aims objectives of the Council is measured and recognised, and that all staff is provided with any necessary training and development opportunities.
- 1.2 The appraisal should be seen as a year round process, not just a once a year interview, with regular 1:1 sessions. Any exceptional performance or issues with an employee's performance should be dealt with in the normal course of daily management.
- 1.3 The scheme is an important part of the Council's performance and staff management process.

## **2. Aims**

- 2.1 The appraisal scheme is designed to:-
  - Provide an opportunity for two way dialogue, to recognise and celebrate achievements, and agree operational and developmental objectives.
  - Encourage responsibility of staff for their own professional and personal development
  - Ensure staff understand where their work fits in to the functioning and objectives of the Council
  - Identify issues that hinder staff from performing their role to full potential

### **3. Key Principles**

3.1 The appraisal scheme will operate on the following key principles:-

- Fairness, openness, honesty, objectivity, and will be equitable in its delivery
- It will be constructive, developmental, and positive.
- It will operate within the agreed timescales.
- Objectives are to be agreed for all staff.

### **4. Appraisal Training**

4.1 All staff responsible for appraising others will receive appropriate training, as necessary to ensure their competency, and the credibility of the scheme.

4.2 All staff employed by the Council will receive appropriate training/briefing on the scheme, and this policy document will be provided to all new employees of the Council.

4.3 Elected members who are to be responsible for appraising the Clerk are to receive appropriate training/briefing to ensure competency and credibility.

### **5. Training**

5.1 The Council is committed to ensuring that all training needs identified as part of the appraisal process are implemented.

5.2 The Council sets an annual budget for staff training which is managed by the Town Clerk and who is responsible for ensuring that training is undertaken to keep staff up-to-date and effective in their current roles as well as for their career development.

### **6. Appraisal Responsibility and Timescales**

|                       |  |                 |
|-----------------------|--|-----------------|
| Employee              | Appraiser  | During Month Of |
| Caretakers / Cleaners | Town Clerk                                       | September       |
| Administration Staff  | Town Clerk                                       | March           |
| Town Clerk            | Chairman of the Council and Chairman of Staffing | February        |

The Council recognises that the importance of the appraisal interview is such that any changes as to date and/or time should be avoided as far as possible. All staff are to receive a pre-appraisal form and notification of their appraisal interview date not less than one month prior to their appraisal interview. The interview date should be mutually convenient. It is good practice to allow a minimum of one hour for the meeting. . The appraiser has the ability where relevant to seek evidence from staff, councillors and other persons (eg hall users). If one of the appraisers of the Town Clerk should suddenly become unavailable, a deputy may be appointed.

## **7. Disputes**

Any disputes that arise as a result of the operation and implementation of the appraisal scheme will be dealt with under the provisions of the Council's published and approved Grievance Procedure.

## **8. Records**

- 8.1 All annual appraisals will be recorded on the approved 'Annual Appraisal Form' of the Council.
- 8.2 Completed appraisal forms having been signed as required within the scheme, will be retained in the personal file of the staff member.
- 8.3 Completed staff appraisal forms will be considered 'confidential' information within the terms of the Local Government Act, and will only be available to view by the staff member themselves, the Town Clerk, the Chairman of the Staffing & Finance Committee, the Chairman of the Council and, when relevant, any member of a Grievance and Discipline procedure panel.
- 8.4 All completed annual appraisal forms will be retained whilst the staff member remains an employee of the Council, and then for a period of 3 years following their cessation of employment before destruction.

## **9. Probation**

- 9.1 The relevant sections of the appraisal forms should be used as the basis for the end of probation interview.