

Patchway Town Council

Staff Appraisal Scheme

AIMS OF THE APPRAISAL SCHEME

To be carried out annually to achieve the following:

- To encourage and improve communication between colleagues by providing a formal opportunity to discuss progress, priorities and training needs.
- To achieve a clear understanding of what is expected and required, and to prepare an action plan, or work programme which links to the Council's key objectives.
- To identify training/development needs and aspirations.

HOW IS THE APPRAISAL CARRIED OUT?

An appraisal meeting will be held on a one-to-one basis with your line manager; in respect of the Town Clerk, this will be the Chair and Vice-Chair of the Personnel Committee.

NOTICE OF APPRAISAL

At least 14 days' notice, in advance of the appraisal meeting, will be given and a form forwarded for you to consider and complete in advance (if required by your manager), along with a copy of your current job description.

WHAT SHOULD I DO BEFORE MY APPRAISAL?

Where appropriate, complete the form, giving consideration to:

- Knowledge of Duties
- Quality of Work

Adopted: October 2022

Review: October 2023

- Relationships with Others
- Communication Skills
- Manual/Numeric/Operational Skills
- Supervision/Oversight of Staff (if applicable) • IT Skills
- Managing Resources

Make a note of any difficulties you have experienced or concerns you have, so that a constructive way to overcome them can be considered.

Consider any comments, questions or suggestions you may wish to make and be prepared to bring your completed appraisal form to discuss with your manager at the appraisal meeting.

WHAT WILL HAPPEN AT THE APPRAISAL INTERVIEW?

A review of the past year, including an overall assessment of whether key objectives, as set out in your job description, have been achieved from your previous year's appraisal.

Set key objectives for the forthcoming year and discuss if the way in which tasks are carried out can be improved.

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

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

It is important to be specific and to recognise that listening is just as important as talking. You and your appraiser should aim to share the talking equally. The atmosphere should 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.

You will jointly complete the appraisal form with your manager and you will both have the opportunity to put your own comments on the form.

Your performance will be assessed as unsatisfactory **or** meeting the requirements of the job **or** exceeds the requirements of the job.

Adopted: October 2022

Review: October 2023

If your performance is assessed as unsatisfactory, you will be managed and supported to overcome the issues, in a set time, as agreed by your Line Manager.

WHAT RECORDS WILL BE KEPT?

When the form has been completed and typed up, the employee and the line manager will sign and date the form as an accurate record of the discussion that took place.

It is important that the Town Clerk/Chair/Vice-Chair of the Personnel Committee is aware of all issues raised so that those of concern can be addressed. It may be appropriate for issues raised at the meeting to be considered under another of the Council's policies and procedures, if this is the case it will be fully discussed with the individual.

The original appraisal form will be kept in your personal file, and will be used for the purpose of reviewing the past year, prioritising tasks and objectives for the forthcoming year and identifying training/development needs and opportunities. Staff will be supplied with a copy of the completed appraisal.

Adopted: October 2022

Review: October 2023

Appraisal Form – Patchway Town Council

Employee Name: **Start Date:**

Post Title:

Please tick appropriate box for each category. Any comments should be added, together with an explanation.

Objectives set at previous year's Appraisal

| Objective | Met | Not Met | Comments |
|------------------|------------|----------------|-----------------|
| | | | |
| | | | |
| | | | |

This Year's Appraisal

| | Unsatisfactory | Meets requirements of the job | Exceeds Requirements of the job | Comments |
|--|-----------------------|--------------------------------------|--|-----------------|
| | | | | |

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| | | | | |
|---|---|--|--|--|
| Quality of work & attention to detail | | | | |
| Conduct and co-operation | | | | |
| Attitude | | | | |
| Progress made | | | | |
| Relationship with team/manager/colleagues | | | | |
| Reliability | | | | |
| Attendance & time keeping | | | | |
| Details of sick leave | | Days | | |
| | <p>Unsatisfactory– consistently below the acceptable level.</p> <p>Meets requirements of job – achieves the requirements of the job.</p> <p>Exceeds requirements of job – goes above and beyond the requirements of the job.</p> | | | |
| | <p>Line Manager's Comments (Include any remarks regarding training, whether objectives have been met, improvements identified and actions agreed, priorities for next 12 months)</p> | | | |
| What Overall Rating do you recommend this employee for? | | <p>UNSATISFACTORY</p> <p>MEETS REQUIREMENTS OF JOB</p> <p>EXCEEDS REQUIREMENTS OF JOB</p> | | |

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|---------------------------|---|--------------|
| Signed by manager: | | Date: |
| | Name of manager: | |
| | Employee comments | |
| | Employee Signature: Dated: | |