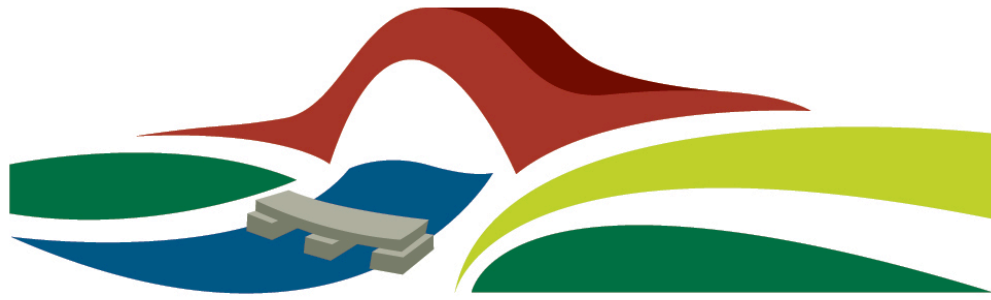




STOKESLEY TOWN COUNCIL

(including STOKESLEY TOWN HALL TRUST
and STOKESLEY MANORIAL LANDS TRUST¹)

PERFORMANCE APPRAISAL POLICY



13 October 2020

¹ Any reference to 'Stokesley Town Council', 'the Town Council' or 'the Council' includes both the trusts.

Document Version Control

<u>Version Number</u>	<u>Comments</u>	<u>Date</u>
0.1	Initial Draft for Comment	25 April 2020
0.11	Minor Amendments	23 July 2020
1.0	Document Approved by Town Council Meeting	13 October 2020

Contents

1. Introduction.....	4
2. Core Principles	4
3. Implementation	4
4. The Appraisal Discussion.....	5
5. Future Objectives.....	5
Appendix 1	6

1. Introduction

Stokesley Town Council (the 'Council'), the Stokesley Manorial Lands Trust and the Stokesley Town Hall Trust are all committed to supporting each employee to reach his or her potential and achieve his or her personal goals, which in turn will assist the Council and the Trusts to achieve their objectives.

This performance appraisal policy supports the performance appraisal scheme. The scheme is a formal process centred on an annual meeting of each employee and their line manager to discuss his / her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align an individual employee's goals and objectives with the Council's and the Trusts' goals and objectives.

2. Core Principles

There are eight core principles of the Appraisal Process:

- The appraisal process aims to improve the effectiveness of the Council by contributing to achieving a well-motivated and competent workforce.
- Appraisal is an ongoing process with an annual formal meeting to review progress.
- The appraisal discussion is built around two-way communication to ensure that the needs of the individual and of the organisation are being met, and will be met in the next year.
- The appraisal discussion will review the previous year's achievement and will set an agreed Personal Development Plan and Objectives for the coming year for each member of staff.
- Each employee who has completed his / her probationary period is required to participate in the appraisal process.
- The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
- The appraisal process will provide the Council with valuable information to assist succession planning.
- The appraisal process will be a fair and equitable process in line with the Council's Equality Policy.

3. Implementation

Performance appraisal discussions will be held in the calendar month of October each year. This is prior to the preparation and approval of the Council's budget for the next fiscal year.

For the Clerk, the appraisal discussion will be arranged by the Chair of the Employment Committee, who will provide opportunities for an additional mid-year and other informal reviews as appropriate throughout the year. The Chair of the Council will be present at the Clerk's annual appraisal discussion as an observer. In the event that the Chair of the Council is also the Chair of the Employment Committee then the observer at the Clerk's annual appraisal discussion will be Vice-Chair of the Council.

For all other members of staff, each appraisal discussion will be arranged by the Clerk, as the employee's line manager. Additionally, the Clerk will provide opportunities for additional mid-year and other informal reviews as appropriate throughout the year for all members of staff.

Both the Clerk and the Chair of the Employment Committee will have successfully completed appraiser training prior to holding any appraisal discussion. Each will be familiar with the work of each employee being appraised.

The appraiser will advise a mutually convenient time and venue for the discussion at least one week before the meeting takes place.

All appraisal discussions will be held in private. Information discussed during the appraisal will be shared only with the Employment Committee of the Council; confidentiality of appraisal will be respected.

The performance appraisal document, attached as Appendix 1 will be issued by the appraiser to the employee to complete

- the employee's review of objectives
- the employee's review of previous year's performance
- and the employee's personal development aspirations

The employee will then return the document to the appraiser. The appraiser will complete

- the appraiser's review of objectives
- the appraiser review of the previous year's performance

prior to the discussion.

Completion of these sections will allow time for both parties to reflect and prepare for the discussion. The document will provide a framework and focus for the discussion.

4. The Appraisal Discussion

The appraisal discussion provides the opportunity for both the employee and the appraiser to reflect and comment on the previous year's achievements. The appraiser will praise achievements and encourage the appraisee in his / her role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of his / her performance. This should take into account the goals of both the organisation and of the individual.

The discussion should be a positive dialogue. It will focus on both the performance of the employee over the previous year and on assisting the employee to acquire the relevant knowledge, skills and competencies to perform his / her current role to the best of his / her abilities going forward.

Following the discussion, the appraiser will complete

- the appraiser's overall performance rating, noting any comments from the discussion
- the agreed training and development support plan

Future training requirements, planned qualifications and development opportunities should all be included in the Development Plan and form recommendations for approval by the Employment Committee.

The document will then be signed and dated by both parties.

5. Future Objectives

Additionally, the Objectives section of the document for the following year will be completed by the appraiser. These objectives will have been agreed in the appraisal discussion and will reflect the employee's aspirations and the Council's requirements. They should align the personal and Council goals and objectives for the coming year.

The Employment Committee, on behalf of the Council, and the Clerk will support the individual to achieve the agreed objectives and development plan through the forthcoming year.

Appendix 1

**PERFORMANCE APPRAISAL
AND PERSONAL DEVELOPMENT PLAN 20yy/zz**

Name:	Job Title:
Appraiser(s):	

REVIEW OF OBJECTIVES

Objectives for 20xx/yy	Measure	Achieved in Full / Achieved In Part / Not Achieved – Jobholder	Achieved in Full / Achieved In Part / Not Achieved – Appraiser
Identify not more than 6 objectives			

JOBHOLDER'S REVIEW OF LAST YEARS PERSONAL PERFORMANCE

Focus on examples of:

- where you performed well / not so well – what lessons did you learn?
- where you have come across obstacles in the job situation
- any examples where your own skills that have prevented you from working effectively – if so what were they and how do you think they can be overcome
- where your effort was appropriately / inappropriately focused

APPRAISERS' REVIEW OF LAST YEARS PERSONAL PERFORMANCE

APPRAISER'S OVERALL PERFORMANCE RATING

Rating
Reasons for Rating

JOBHOLDER'S PERSONAL DEVELOPMENT ASPIRATIONS

What additional key skills and competencies do you think that you require to allow you to meet your job objectives for the coming year?

AGREED TRAINING AND DEVELOPMENT SUPPORT PLAN

Based on the above, agree the specific training or development in the coming year activities, subject to budgetary approval, that would enhance the jobholder's ability to meet his / her objectives.

Options considered should cover both training courses and activities such as mentoring, shadowing etc.

Skill	Activity	Provider / Course Name (if applicable)	Timing

JOBHOLDER SIGN OFF

Signature:

Date:

APPRAISER SIGN OFF

Signature:

Date: