



# Kingsteignton Town Council

## Staff Appraisal Policy

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Kingsteignton Town Council is committed to developing all members of staff so that they can perform to the best of their ability and can offer the efficient, accurate and appropriate service to the Council and the public.

The purpose of this policy is to provide performance appraisal procedures covering all employees to be delivered throughout the Council on an annual basis.

The appraisal procedures will ensure that the corporate vision, values and objectives are translated into personal objectives. This is to ensure that employees at all levels of the Council can see and understand the objectives they are set, so that they can contribute to the Council's success as a whole

The Council's values will be integrated into all performance appraisal procedures and will be linked to learning and development requirements.

Appraisers must ensure that all appraisal processes are fair and equitable for all appraiseses and that it is applied in line with the Council's Equal Opportunities Policy.

This Policy aims to ensure a performance management framework to ensure that all employees:

- Have a current job description
- Have an annual appraisal meeting
- Are clear about their duties and responsibilities
- Know what is expected from them
- Understand Council priorities
- Have the tools, resources and training needed to undertake their role
- Are motivated and recognised for their achievements
- Understand how to raise and escalate problems and concerns and be confident these will be given proper consideration

Annual appraisals will be held between January and March each year. Appraisal Forms issued to staff should be completed and handed to the Town Clerk at least one week before the appraisal meeting to enable full preparation for the appraisal.

- Five working days' notice shall be given to the employee of their appraisal
- Sufficient time will be ensured for each meeting
- Appraisal meetings should take place in a private room
- The Appraisee and Appraiser are participating in a two-way discussion not an interview

Appraisal meetings should follow the format of:

- Review of previous year's performance
- Setting objectives met and areas for improvement by the employee
- Setting of objectives for the year ahead remembering that they should be
  - **Specific** – clear about what is required
  - **Measurable** – tasks need to be linked to quantifiable measure
  - **Achievable** – consideration should be given to training
  - **Realistic** – neither too difficult or too easy
  - **Timed** – anticipated timeframe and targets, phased through the year

Annual appraisals will be completed and notes typed up and passed to the employee for checking. The employee will query anything that they think is an inaccurate record. Once all parties are happy with the appraisal notes they will be signed by both the employee and the persons completing the appraisal.

Appraisals will be kept confidential and will not be accessible to any member of staff other than

- The Appraiser
- The respective Appraisee

Care should always be exercised to avoid breaching confidentiality.



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