



# Christchurch Town Council

## Appraisal Policy

Policy name	Version	Owner	Date Adopted	Review Date
Appraisal Policy	V1.0	Town Clerk	November 2021	May 2023

## **Appraisal Policy & Procedure**

### **Aims of Policy**

The purpose of an appraisal scheme is to provide an opportunity for the Town Council staff and their line managers to discuss performance against set objectives and examine their personal development within the organisation.

In addition, by auditing the strengths and weaknesses in the role of staff members suggestions for improvement can be made. The appraisal scheme is designed to be a developmental tool and should not be seen as judgemental in any way. In this respect performance appraisal is kept apart from any salary review process.

This appraisal system will, in the first instance, be conducted through a meeting between the line manager and the staff member. The Town Clerk's appraisal will be carried out by the Chairmen of the Council's Standing Committees and Mayor and Deputy Mayor.

### **Procedures**

1. The appraisal cycle will be annual.
2. It shall begin in March each year.
3. The appraisal process will be overseen by the Council's Resources Committee with meetings and administration being arranged by Officers to assist. The Resources Committee shall just note the outcomes of any appraisals as and when required.
4. The member of staff will complete the appraisal form (as attached) and forward this to their line manager.
5. The Town Clerk or line manager will complete their section of the form.
6. If at a prearranged meeting the parties agree on all aspects of the appraisal then this will be signed off and as completed for the year.

### **Substance of the Appraisal**

1. Targets set from the previous year will be reviewed, or if a new member of staff or first appraisal performance against job description assessed.
2. Joint review of performance evidenced.
3. Discussion of achievements and concerns.

4. Review of job description (if applicable).
5. Setting of reasonable objectives .
6. Summary and agreement.

Objectives should be SMART (specific, measurable, achievable, relevant and time bounded). The results of the appraisal process will be recorded on the Performance Appraisal form, which is part of this Policy document. A copy of the form will be kept by both the appraiser and staff member.

Date of policy: November 2021

Approving committee: Resources Committee

Date of committee meeting: 2<sup>nd</sup> November 2021

Policy version reference: Version 1.0

Supersedes: N/A Policy

effective from: Date

for next review:

— policy ends here —

# CHRISTCHURCH TOWN COUNCIL

## STAFF APPRAISAL FORM

Name:

Job Title:

Grade:

Date:

**The purpose of the Town Council's appraisal process is to assess performance against agreed objectives and to identify training needs to ensure that staff reach their potential. Any appraisal is confidential and will involve the Town Clerk and the Council's Resources Committee for noting and monitoring.**

It is the Town Clerk's responsibility to ensure that the formal appraisal is carried out at once every 12 months and progress is monitored in between formal appraisals.

Current Agreed Objectives	Date Achieved or Ongoing Activity

Employee's Comments on Current Objectives and Performance Over Last 12 months

<b>Town Clerk's/Line Manager Comments on Current Objectives and Performance Over Last 12 months</b>

<b>Training Needs Identified</b>

Objectives for Next 12 Months	Target Date

<b>Other Comments</b>

Employee Signature..... Date.....

Town Clerk/Line Manager

Signature ..... Date .....