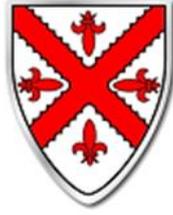


# **TEIGNMOUTH TOWN COUNCIL APPRAISAL POLICY AND PROCEDURE**

**ADOPTED BY THE HR COMMITTEE**

**ON 4<sup>th</sup> February 2021**

**REVIEWED.....**



## **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.

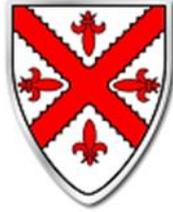
This appraisal system will, in the first instance, be conducted through a meeting between the line manager and the staff member and a meeting will be arranged with the Chairman of the HR Committee if the need arises. The Town Clerk's appraisal will be carried out by the Chairman of the HR Committee.

### **Procedures**

1. The appraisal cycle will be annual.
2. It will normally begin in March each year.
3. The appraisal process will be managed by the Town Clerk and where necessary the Chairman of the HR Committee.
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.

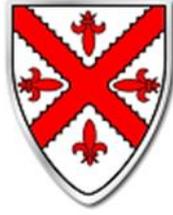
### **Substance of the Appraisal**

1. Targets set from the previous year will be reviewed.



2. Joint review of performance evidenced.
3. Discussion of achievements and concerns.
4. Review of job description (if applicable).
5. Setting objectives (no limit on number).
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.



## TEIGNMOUTH TOWN COUNCIL

### STAFF APPRAISAL FORM

Name:

Job Title:

Grade:

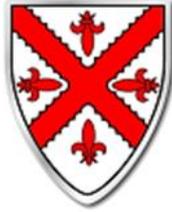
Date:

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 Chairman of the HR Committee.

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

| <b>Current Agreed Objectives</b> | <b>Date Achieved or Ongoing Activity</b> |
|----------------------------------|--|
|                                  |  |
|                                  |  |
|                                  |  |
|                                  |  |
|                                  |  |

| <b>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**

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|  |
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**Training Needs Identified**

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| <b>Objectives for Next 12 Months</b> | <b>Target Date</b> |
|--------------------------------------|--------------------|
|                                      |                    |
|                                      |                    |
|                                      |                    |
|                                      |                    |
|                                      |                    |

**Other Comments**

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|--|
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|--|

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

Town Clerk/Line Manager

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