

Annual Appraisal Policy

1. **Introduction**

Performance and development appraisals covering all employees are delivered throughout the organisation on an annual basis, with quarterly review meetings.

The purpose of the Performance and Development Appraisal process is:

* to develop and support all employees to do their job well to deliver the Council's priorities for the benefit of our communities
* to ensure that the organisation has the right skills in the right place at the right time and to the required capacity to deliver services to agreed standards
* to ensure that WTC is working as one Council and through its partners to deliver effective and efficient services
* to maximise the capacity, resilience and flexibility of our people and resources to deliver our key priorities

This document will be applicable from October 2019 which will mark the start of the new appraisal year.

The form in the annex will be used for all appraisals.

The Town Clerks appraisal will be carried out first, then SMTs, then other staffing levels.

All appraisals will need to be completed by the start of November to feed any budget considerations into the budget review cycle.

All performance and development appraisal procedures must ensure that the Council's vision, values and objectives are translated into personal, and, where relevant, team objectives to ensure that employees at all levels of the Council can see and understand that the objectives they are set contribute to the Council’s success as a whole.

Appraisers must ensure that all appraisal processes are fair and equitable for all appraisees and that they are applied in line with the Council’s Equality and Diversity Policy and Guidance.

Formal disciplinary and grievance issues are not to be part of any performance and development appraisal procedure and will be dealt with separately. It is important that any issue concerning poor performance is recorded in the performance and development appraisal meeting documentation in order that any formal monitoring of performance (through the Capability Policy) is not undermined by contradictory messages being given to the employee.

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

* have an annual face to face performance and development appraisal meeting which is reviewed quarterly
* receive regular meetings with their line manager to discuss their performance during the year and discuss work activity, learning and development
* know what is expected of them in terms of the standard of their performance from the beginning of their employment
* will have an initial appraisal shortly after starting their employment or new post
* are set appropriate and SMART objectives with their appraiser to achieve over the following year
* are made aware of any areas in their work which are not to the required standard
* receive recognition for their achievements
* receive feedback on a regular basis which aims to improve and develop their performance
* identify with their line manager their learning and development needs and aspirations
* are able to identify skills and knowledge development needs

1. **New starters**

All new employees will be set objectives in an initial performance and development plan within one month of starting. These objectives will be monitored over the first 6 months of their employment through the Probation Procedure. Managers may take a view on the level of detail included in the initial plan depending on where in the appraisal cycle the employee starts as a member of staff.

1. **Temporary and fixed term contracts**

All employees on temporary and fixed term contracts will be set objectives and a development plan which will be reviewed through performance and development appraisal meetings and which will be appropriate to the length of their employment. Where possible performance and development appraisal meetings will be aligned to the normal appraisal year to ensure consistency with permanent employees and pay progression increments.

1. **Long term absences including maternity/adoption leave**

If employees are absent during an appraisal year, objectives and timescales should be reviewed to accommodate the absence where possible. Absences due to a disability or maternity/adoption should not affect the overall outcome of the appraisal.

1. **Agency Workers**

The Agency worker guidelines state that agency workers are not entitled to an appraisal from the host organisation. However, all people working within the Council should be provided with a clear understanding of the work they are expected to complete and the Council's Values and Behaviours from their line manager.

1. **Mitigating Circumstances**

There may be occasions where an employee is unable to achieve an objective/objectives they have been set due to issues outside of their control. Managers need to take this into consideration and disregard that objective or objectives if there were issues outside of their control which meant they could not achieve the objective/objectives.

1. **Objective setting**

* Individual performance objectives should relate to the overall objectives of the service area.
* Objectives set will be in line with the responsibility level and scope of work outlined in the appraisee's current, up to date job description.
* Significant changes to objectives and action plans should be discussed with the individual employee and confirmed as and when they arise.
* Performance against objectives should be assessed by objective evidence and both appraiser and appraisee share the responsibility for monitoring progress on the agreed objectives.
* All appraisers will demonstrate consistency of objectives set across their team to their line manager.
* Long term planned absences will be factored into the objective setting timescales and, where appropriate, a performance and development appraisal will be held before the absence starts.

1. **Recording**

A record of all performance and development appraisal meetings will be kept. They can be typed into the appraisal form or written on a printed copy. This will then be scanned and kept

Managers will ensure the confidentiality of all records

A copy of all appraisals will be sent to the Town Clerk

1. **Support**

Appraisers will ensure that they ask the appraisee if they need any additional support or equipment in order to perform their role effectively. This may be ICT equipment, flexible working arrangements or whether any reasonable adjustments are needed or are still appropriate, if already in place, to support a disability.

1. **Appeals**

If an agreement cannot be reached between the manager and appraisee, the matter will be referred to the Town Clerk who may refer on to the HR Committee.

1. **Town Clerks Appraisal**

This will be carried out by two nominated Councillors from the HR Committee.

Date Approved:

Review Date:

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# Weymouth Town Council Staff Appraisal Form

|  |  |
| --- | --- |
| Employee’s name: |  |
| Job title: |  |
| Date of meeting: |  |
| Current performance | |
| What has gone well in the past year? | |
| Employee to complete before Annual Appraisal Meeting | |
| What could have gone better? | |
| Employee to complete before Annual Appraisal Meeting | |
| Objective/competence 1: | |
| Employee to complete before Annual Appraisal Meeting – taken from last years form. In the first year this section can be left blank | |
| **Objective/competence 2:** | |
| As above | |
| **Objective/competence 3:** | |
| As above | |
| **Objective/competence 4:** | |
| As above | |
| **Objective/competence 5:** | |
| As above | |

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| Main Competencies |
| Member focus – dedicated to working for Members, manages expectations, supports committee structure Employee to complete before Annual Appraisal Meeting. Please fill in with how you feel you have performed in this area. |
| Customer focus – acts with customers in mind, maintains positive relationships, meets customers’ needs, balances customer needs with the resources available. As above |
| Takes responsibility – accurate, timely, conscientious, uses own initiative, ensures problems are resolved Employee to complete before Annual Appraisal Meeting |
| Creativity – explores solutions to problems, encourages others to consider options, use best practise and case studies Employee to complete before Annual Appraisal Meeting |
| Teamwork – tactful, supportive, maintains a harmonious workspace and positive relationships with staff and partners, shares information, supports diversity Employee to complete before Annual Appraisal Meeting |
| Communication skills – communicates effectively and appropriately, relates to people, speaks and writes well Employee to complete before Annual Appraisal Meeting |
| Overall Competence Employee to complete before Annual Appraisal Meeting |
| Development summary:  * Areas of the employee’s work where further training and support is required, any areas where performance is particularly strong and should be developed further. |
| To be completed by the manager after the meeting and sent to the appraisee in the draft for agreement |

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| Development and training  * List specific requirements for any training or development. May include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee’s work or to develop him/her further. |
| To be completed by the manager after the meeting and sent to the appraisee in the draft for agreement |
| Health, Safety and Well-being This section should record any other points raised at the appraisal meeting regarding health and safety concerns or suggestions, and well-being considerations. |
| Employee to complete before Annual Appraisal Meeting and to be updated by the manager after the meeting and sent to the appraisee in the draft for agreement |
| **Other areas of discussion**  This section should record any other points raised at the appraisal meeting. |
| To be completed by the manager after the meeting and sent to the appraisee in the draft for agreement |

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| The coming year | |
| Objective/competence 1:  * This section should be used to record discussion on the key areas of the job agreed for the coming year. | |
| To be completed by the manager after the meeting and sent to the appraisee in the draft for agreement. A minimum of three competencies should be set. There is no maximum but managers are reminded to keep workloads manageable. | |
| Objective/competence 2: | |
| To be completed by the manager after the meeting and sent to the appraisee in the draft for agreement | |
| Objective/competence 3: | |
| To be completed by the manager after the meeting and sent to the appraisee in the draft for agreement | |
| Objective/competence 4: | |
| Optional - To be completed by the manager after the meeting and sent to the appraisee in the draft for agreement | |
| Objective/competence 5: | |
| Optional - To be completed by the manager after the meeting and sent to the appraisee in the draft for agreement | |
| Employee’s signature: |  |
| Appraiser’s signature: |  |
| Date: |  |
| One copy of this completed form will be kept by the appraiser, one by the appraise. | |

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| January Review – Date of meeting ………………….. |
| What has gone well in the past three months? |
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| What could have gone better? |
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| Objective/competence 1: |
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| **Objective/competence 2:** |
|  |
| **Objective/competence 3:** |
|  |
| **Objective/competence 4:** |
|  |
| **Objective/competence 5:** |
|  |