



ABERGAVENTNY TOWN COUNCIL STAFF PERFORMANCE APPRAISAL POLICY

1. COMMITMENT TO TRAINING AND DEVELOPMENT

Abergavenny Town Council is committed to achieving a high standard in the performance of its employees. Appraisals are used to help employees achieve their potential and for the employer to continue to monitor performance in order to achieve its goals and improve the quality of the service which it provides. An appraisal interview is an opportunity to take an overall look at work content and volume, look back at what has been achieved, agree objectives for the future and consider what development needs the employee may have for the year ahead.

2. OBJECTIVES

The objectives of this Policy are to:

- Provide an opportunity for the employee to seek and receive high quality, responsive and balanced feedback on their work performance from their manager;
- Identify personal development and training needs
- Monitor performance

3. PURPOSE OF APPRAISAL

- Performance: to provide a clear statement on how staff are performing, to see whether further progress can be made and consider what help might be given to build on strengths
- Responsibilities: to record present and future responsibilities
- Personal development: to look at future work and identify opportunities for development and training, to benefit individual careers and to maximise the contribution to Abergavenny Town Council
- Communication: to ensure that ideas and views are shared
- Future work: to plan work priorities and objectives for the next year and consider solutions to problems

4. APPRAISAL ARRANGEMENTS

Appraisals should occur annually in November.

The employee is given reasonable forward notice of the meeting.

The appraisal process is the responsibility of the Policy & Resources Committee, however it is not practical for an appraisal to be undertaken with involvement of all Councillors.

Therefore the Town Clerk appraisal will be carried out by Mayor and Chair of Policy & Resources Committee. The Town Clerk will carry out the appraisals of all other employees.

New employees will initially be subject to a 6 month period of probation, during which performance reviews will be undertaken after 1 month, 3 months and 6 months.

4.1 Procedure

Agree a date: The appraiser and employee should agree a date between themselves for the appraisal to take place. This date should allow one week preparation.

Documents: the appraiser and appraisee should have at least the following documentation to hand at the appraisal:

- Job description
- Written objectives set previously (if any)
- Record of previous appraisal (if any)

Preparation: both the appraiser and appraisee should spend time planning what they want to discuss. A self-appraisal form is to be completed by the appraisee and sent to the appraiser prior to the appraisal.

Venue: Both parties should agree a venue, ideally away from distractions and with no interruption, such as ringing phones, or visitors arriving.

The Interview: it should be conducted by the appraiser(s) in an informal atmosphere. The appraiser should begin by explaining the scope of the interview and the encourage the appraisee to comment on performance, training, development and future objectives and to suggest solutions to any problems. The appraiser should take notes.

Writing Up: The appraiser will write up a report of the interview and give a copy to the appraisee as soon as possible after the appraisal

Signature: The completed form should be given to the appraisee to consider and to add any comment and to sign it. The form is then returned to the appraiser

Records: The appraiser will make three copies of the signed form and

- Give one to the appraisee to keep
- Keep one for his/her records
- One for central confidential personnel records

Follow Up: The appraiser is responsible for ensuring that any further action is taken as agreed at the appraisal

Approved 9 October 2019

Review Date 9 October 2022

ABERGAVENTNY TOWN COUNCIL APPRAISAL REVIEW FORM

NAME:

POST:

DATE:

SECTION 1. PURPOSE OF THE APPRAISAL MEETING

The purpose of the appraisal meeting is to enable you, as the appraisee, to discuss your job performance both looking back over the last year and looking forward to the future. The meeting should aim to clarify: - (a) the main scope and purpose of your job; (b) your targets, objectives and key tasks; (c) how effective your performance is and any areas for improvement; (d) your training and development needs for the next year. To prepare for the appraisal meeting you should complete Section 2 of this form and bring to the meeting a list of the current and future activities and/or projects on which you are working.

SECTION 2. SELF ASSESSMENT (To be completed by the appraisee)

You should complete the following questions in an open and honest way and refer to any previously agreed objectives to help complete this part of the form and your job description to ensure its continued relevance. When completed you should submit it to by

2. Job Role and Performance

(a) Looking Back Thinking about the last twelve months:

2.1 Are you clear about 'Council's aims and objectives and your role in their achievement? Yes/No

2.2 If no, why is this?

2.3 Do you understand all the responsibilities and requirements of your job as set out in the attached job description? Yes/No

2.4 If no, which ones are not clear?

2.5 Are there any parts of your job description that you are not currently doing?
Yes/No

2.6 If yes, which ones and why is this?

2.7 Are there any tasks that you undertake but which are not in your current job description? Yes/No

2.8 If yes, what are they?

2.9 What aspects of your work or objectives (referring to the previously agreed objectives for this year) have gone well this year and have been your major achievements?

2.10 Which aspects of your job or objectives have given you most difficulty and why?

2.11 How well are you working with others in the team and managing to prioritise your workload?

2.12 Have there been any obstacles outside your own control that have prevented you from performing effectively or achieving your agreed objectives?

2.13 Have you had sufficient regular opportunities to discuss your work and progress with your Line Manager? Yes/No

2.14 What training courses, conferences or other events have you attended in the past year which you found useful?

2.15 What have you done personally to improve your performance?

2.16 What do you find most or least interesting in your job?

(b) Looking Forward

2.17 What do you consider to be your key strengths in your current role?

2.18 Have you any skills, aptitudes or knowledge not fully utilised in your job? If so, what are they and how could they be used?

2.19 What could be done to overcome or diminish any of the obstacles listed earlier?

2.20 Can you suggest any specific training or other guidance or support that would help your performance and/or personal development?

2.21 Are there any areas of work or tasks where you would like to become involved?

2.22 Are there any tasks you would like to drop or have less involvement with?

2.23 What further resources would make achieving your aims and objectives easier?

3. Aims and Objectives

3.1 Using your job description and last year's performance plan what key objectives do you intend to achieve in the coming year? (Objectives should be clear and achievable but there are no set number of objectives however those set should cover key aspects of the appraisee's job and be demanding enough to stretch the appraisee.)

4. Organisational Development

4.1 What improvements or change do you think would be of most benefit in the next year to:- (a) The Council as a whole? (b) Your area of responsibility?

5. Other Matters

5.1 What other matters do you feel could be usefully discussed at your appraisal meeting?

Signature: _____

Date: _____

SECTION 3. OUTCOMES AND DEVELOPMENT PLAN (To be completed by the Appraiser)

This Section allows for the appraiser to consider and comment on what the appraisee has included above and/or at the appraisal meeting. (The appraiser should concentrate on where the staff member would benefit from challenge or needs support and the agreed objectives and training and development needs should be included in the plan for the next review year.)

6.1 Comment on the employee's/volunteer's main achievements and anything else that was done particularly well.

6.2 Comment on work which has not gone well for employee/volunteer or objectives that have not been met.

6.3 List any tasks that should no longer be in the job description or which should now be included.

6.4 Outline your overall assessment of the employee's/volunteer's performance during the last twelve months including any particular strengths, weaknesses or constraints to their work and the achievement of agreed objectives.

6.5 Outline any agreed gaps in skills, knowledge and/or experience that need to be Developed or supported.

6.6 Schedule training and development will be provided in the coming year.

6.7 Outline agreed aims and objectives for the next twelve months. (Objectives should be clear and achievable but there are no set number of objectives however those set should cover key aspects of the appraisee's job and be demanding enough to stretch the appraisee.)

Signature: _____

Date: _____

SECTION 4. ACCEPTANCE (To be completed by the Appraisee)

7. This section provides space for the appraisee to comment on the completed form and the appraisal meeting and process in general. (a) I agree to the comments and objectives for the following year as part of my development plan as set out in Section 3 above. (b) My views on my appraisal meeting and the process in general are that:-

Signature: _____

Date: _____