****

**ABERGAVENNY 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.

1. **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
1. **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 Principal Officer’s appraisal will be carried out by Mayor and Chair of Policy & Resources Committee. The Principal Officer 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 their 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

Reviewed November 2022

Listed for review at Policy and Resources Committee 11th October 2023 under agenda item PR119/23

ABERGAVENNY TOWN COUNCIL APPRAISAL FORM

EMPLOYEE’S NAME:

POSITION:

SUPERVISOR’S NAME:

REVIEW PERIOD:

DATE OF PREFORMANCE REVIEW:

ACHEIVEMENTS: What was your best moment in the last year? What parts of the job do you enjoy the most?

TRAINING: What training have you undertaken since taking up the post? Are there areas where you feel you would benefit from further training?

AREAS OF IMPROVEMENT: Where do you see room for improvement in the way you and the Council work together? Is there any impediment preventing you from doing your work?

PROFESSIONAL GOALS: How can we support you?

SETTING OBJETCIVES:

1.

2.

3.

4.

EMPLOYEE’S COMMENTS:

All information contained within this appraisal form has been completed and agreed by the following:

APPRAISER:

APRAISEE:

DATE: