



## **Midsomer Norton Town Council**

# **Appraisal Policy**

Adopted by Council:

9<sup>th</sup> September 2024

Review Date

May 2026

## **Midsomer Norton Town Council Appraisal Policy**

The purpose of this policy is to ensure that there is a framework in place in order to effectively assess employee performance. The appraisal process provides the opportunity for both an appraisee and appraiser to reflect and comment on the appraisee's previous year and set objectives for the following year.

Aims of the policy:

- Ensure employees receive valuable and balanced feedback on their work performance.
- Identify personal development needs, training needs and aspirations.
- Provide employees knowledge of what is expected of them in terms of the standard of their performance.
- Ensure employees receive recognition of their achievements.
- Ensure employees are made aware of any areas in their work which are not to the required standard.
- Exercise, effective communication to ensure that both the needs of the individual, and of the Town Council are being met, and how they will be met in the following year.

Appraisal documents should be issued to both parties prior to the discussion, to allow time for reflection and preparation. These will provide a framework and focus for the discussion.

Any agreed objectives should be SMART (specific, measurable, achievable, relevant and time-bound).

All directly employed members of staff, who have completed their probationary period, are required to participate in the appraisal process.

Information shared during the appraisal is to be kept confidential and stored securely, in line with confidentiality. A copy of the appraisal paperwork will also be given to the appraisee.

Each member of staff will receive an appraisal annually.

An annual appraisal form should be approved by the Staffing Committee.



## **MIDSOMER NORTON TOWN COUNCIL**

### **Staff Annual Appraisal Confidential when complete.**

**Name:**

**Position:**

#### **General**

The appraisal is designed to promote both the development needs of the Council and your own in the context of reviewing your past priorities and achievements. In addition, it allows you to consider obstacles to success and helps you to find ways of removing them.

#### **The Objectives for the Scheme are:**

- To enhance the quality-of-service delivery and overall development of the Council through encouraging each person to achieve the mutually agreed priorities.
- To identify and provide the support that enables everyone to achieve those priorities and at the same time gain satisfaction in the work.

#### **To the post holder**

Please review your current job description and objectives and comment on the achievements you feel you have made this year and the problems that have occurred. Note any significant departures from the job description as written and why this has occurred together with any impact that has had on attainment of your priorities.

Indicate where you feel that there are opportunity areas for developing your job and role with an explanation of the benefits to the Council as well as likely costs.

Where you identify either a resource, support or knowledge-base issues as producing reasons for not achieving your priorities, be quite open and honest. In that way the Council can best consider how to offer the support that may be needed or restructure the job.

#### **To the Appraiser / Line Manager**

Consider carefully what has been written and be prepared to explore fully any issues that have been raised, as well as those you wish to raise independently. Give adequate time for discussion.

**Section 1**

**To be completed by the post holder.** Look at the most important aspects of your job description and note what the objectives and priorities were for the year. How did it go?

Job Description Item	Objectives and Priorities	What did you achieve?	What problems did you have?

**Consider your role. Do you feel that the job description adequately describes your job? What would you add or remove? Do you understand how your role contributes to meeting the Council's overall objectives? What areas of work have you performed well and what have areas/tasks have been a challenge? What do you believe your objectives and priorities should be for the coming year? What help (e.g. training) do you feel you need to achieve them?**

## Section 2

### To be completed by the Appraiser / Line Manager

Consider what the employee has written in Section 1 and make your own comments.

Concentrate on areas where there are difficulties or disappointment noted, or where there is a specific wish to receive support in some form. The objectives should cover key aspects of the post holder's job. They should have direct relevance to the Town Council's aims and objectives for the next year.

**Comment here on the overall performance. How did it go from the Council's viewpoint? Do you agree with the assessment of achievements and challenges. Are there any other areas which you would like to discuss?**

**Setting Objective. Do you agree with the proposed list of Objectives and Priorities? Are there any which you believe should be added or removed?**

**Proposed Objectives:**

**Section 3**

**To be completed by the line manager and post holder following the review meeting.**

1. We have reviewed the past year and agreed a set of objectives and priorities for the coming year, and these are attached.
2. We have/have not revised the job description which is/is not attached.
3. We have/have not agreed a plan of other development actions, including training and this is/is not attached.
4. The post holder has/has not made additional comments, and these are/are not attached.
5. The line manager has/has not made additional comments, and these are/are not attached.

**Signature of Post Holder .....**

**Signature(s) of Interviewer(s) .....**

**Date .....**

**Agreed Outcomes**

**Objectives**

- 1.
- 2.
- 3.

**Personal Development / Training**

- 1.
- 2.
- 3.