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Staff Appraisal Policy

Document History

Adopted by Council – 5 October 2020

To be reviewed – (INSERT DATE)

Tom Clay

Town Clerk

1. Introduction

- 1.1 This procedure reflects the aims of the Council to provide a framework through which the appraising manager (appraiser), and the employee (appraisee), maximise achievements, output, quality of work and effectiveness.
- 1.2 This policy applies to all employees of the Council with the exception of casual or seasonal employees. Such staff will be performance managed in other ways.

2. Aims

- 2.1 Appraisals are essential for the effective management and evaluation of staff. Appraisals help develop individuals, improve organisational performance and feed into strategic planning.
- 2.2 Annual performance appraisals enable management and monitoring of standards, agreeing expectations and objectives, delegation of responsibilities and tasks, and career and succession planning – for individuals and the Council as a whole.
- 2.3 Performance appraisals are also important for staff motivation, attitude, and behaviour development, communicating and aligning individuals and Council aims, and fostering positive relationships between management and staff.
- 2.4 Performance appraisals form part of the performance management of employees. Line managers are crucial in this system in ensuring that their team members know and understand what is expected of them.

3. Process

- 3.1 Formal performance appraisals are conducted annually for all permanent staff in the Council, usually in September or October. However, this does not preclude further meetings throughout the year to review progress.
- 3.2 Each member of staff is appraised by their line manager. The Town Clerk is appraised by the Leader and Chairman of the Personnel Committee.
- 3.3 In order to be effective, it is important that both appraisee and appraiser are comfortable with and have bought in to the appraisal process and purpose.
- 3.4 Technical training may be sought and where necessary made available to line managers or the aforementioned councillors to ensure they have a good understanding with what is expected from them and their responsibilities as an appraiser.
- 3.5 Each member of staff will complete a pre-appraisal form and submit this to their line manager by a pre-agreed time.
- 3.6 The line manager will arrange an appraisal meeting at a suitable time and date, in a room free from distractions. The meeting will take the form of a free-flowing conversation during which a range of views is exchanged.

- 3.7 It is anticipated that the following will be discussed at a minimum:
- Review past 12 months performance and previous appraisal goals and objectives;
 - Discuss the information gathered in the self-appraisal form;
 - Agree and set future goals and objectives.
- 3.8 After the meeting, the appraiser completes a post-appraisal form which is to be given to the appraisee within 14 working days of the meeting. The appraisee reviews and signs the post-appraisal form, retaining one copy while the other is attached to their employee personal file.

4. Report

- 4.1 After all appraisals have been carried out the Town Clerk will produce a report for the Personnel Committee with a generic overview of the appraisals and the training needs identified.
- 4.2 Confidentiality will be respected, and the report will seek only to summarise matters. The pre-appraisal form and post-appraisal form will not be submitted as part of the report to the Personnel Committee.

5. Guidance for the appraiser

- 5.1 Where it has been agreed that the appraisal should concentrate on specific aspects of the appraisee's job, information collection should likewise concentrate on those aspects.
- 5.2 Appraisers should act with sensitivity to all concerned and should not exhibit any bias in collecting information.
- 5.3 General comments should be supported by specific examples.
- 5.4 Interviews for the purpose of information collection should be held on a one-to-one basis (except in the case of the Town Clerk).
- 5.5 Any information received anonymously should not be used.
- 5.6 Information which does not relate to the professional performance of a member of staff should not be sought or accepted.
- 5.7 Those giving information should be encouraged to make fair and considered comments which they are prepared to acknowledge and to substantiate if required.
- 5.8 Any written submissions should remain confidential to the author.
- 5.9 The substance of grievance or disciplinary proceedings should never be used in the appraisal process.