



# NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL

## PERFORMANCE REVIEW (Appraisals) POLICY\*

### 1. Introduction

1.1 This Performance Review (Appraisals) Policy forms part of the performance management approach used within the Council.

1.2 This policy, therefore, links to other policies within the Council including policies relating to:

- Capability - see Capability (Performance) – Ref 100315b/1
- Induction – see Employee Handbook
- Discipline – see Disciplinary Policy – Ref 100315d/1
- Grievance – see Grievance Policy – Ref 100315e/1

### 2. Policy

2.1 The Town Council's policy is that each employee will be appraised annually.

2.2 The summary of this appraisal should be a fair representation of the dialogue and is to be referred to as a working document throughout the forthcoming year.

2.3 The benefits of appraisal in terms of improved communication and enhanced performance both for the employee and for the Town Council will only be achieved by the continuous commitment of all those involved in the scheme.

2.4 The Town Council's appraisal scheme has been designed to meet the following objectives:

- To assist employees in performing their job to the best of their ability, maximising their job satisfaction and their contribution to the Council's objectives.
- To identify individual training and development needs.
- To highlight the potential that each employee has to develop within their current or a future position.

### 3. Procedure

3.1 Appraisal interviews will occur annually. New employees will be appraised in the third month of their new job and thereafter annually.

- 3.2** Appraisal interviews will be carried out by the employee's line manager on a one-to-one basis. (The Town Council may decide to arrange training in the implementation of this scheme from an external source).
- 3.3** The appended documentation will be used for the purpose of conducting the appraisal.
- 3.4** The appraiser will then arrange the date, time and location of the appraisal meeting, fill in the details at the top of the Self-Appraisal and Interview Report form and notify the employee.
- 3.5** The employee will be given the Self-Appraisal Notes for their completion (this exercise is voluntary and employees will not be asked to hand in their completed forms). At least five working days should be given to enable employees to adequately prepare for the interview.
- 3.6** The following chart represents the sequence of events followed by the appraiser regarding the three stages of the appraisal process:

|  |  |
|--|--|
| <b>The Appraiser</b>                                       |  |
| <b>Preparation</b>   |  |
| Gathers  | Relevant documentation including the objectives set for the employee for the year under consideration.                                       |
| Completes  | The objectives/targets/achieved and skills gained/further development undertaken (where known) under Section A of the Interview Report Form. |
| Makes notes on   | All other sections   |
| <b>The interview</b>                                       |  |
| Asks for the employee's comments                           | On their own performance based on their Self-Appraisal Notes   |
| Discusses with the employee and seeks to agree conclusions | On all sections of the Interview Report Form   |
| Completes  | All sections and asks the employee to make general comments as well as sign and date the form  |
| Summarises   | Own general comments and signs and dates the form  |
| <b>Follow-up</b>   |  |
| Keep notes   | Of the follow-up actions required to facilitate the achievement of objectives/targets and/or general training and development needs          |

|                 |  |
|-----------------|--|
| Retains on File | The Interview Report Form duly signed and all related documentation. |
| Ensures         | Follow-up action takes place as appropriate                          |

**3.7** The completed Interview Report Form will be viewed as a working document and will be continually referred to and reviewed during the year. Where the objectives/targets agreed at the appraisal interview have changed, new objectives/targets should be agreed with the employee.

The Staffing Committee adopted this Policy for Performance Review (Appraisals) at its meeting on

.....10/3/15.....

Version No.....100315c/1.....

Review Date = Every Two Years

| Amended or Reviewed | Date     | Version No | Who                           |
|---------------------|----------|------------|-------------------------------|
| Approved            | 10/3/15  | 100315c/1  | Richard Northridge            |
| Reviewed            | 17/10/16 | 100315c/1  | David Selby (Resources Chair) |
| Reviewed            | 19/11/18 | 100315c/1  | John Barker Resources Chair   |
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