



Knaresborough
Town Council

APPRAISAL POLICY AND PROCEDURE

Aims of Policy

The purpose of an appraisal scheme is to provide an opportunity for the Town Council staff and their Line Managers to discuss performance against set objectives and examine their personal development within the organisation.

In addition, by auditing the strengths and weaknesses in the role of staff members suggestions for improvement can be made.

This appraisal system, in the first instance, be conducted through a meeting between the Line Manager and the staff member and a meeting will be arranged with the Chair of Office Services Committee if the need arises. The Town Clerk's appraisal will be carried out by the Chair of Office Services Committee.

Procedures

1. The appraisal cycle will be annual.
2. It will begin with a formal review in January each year and a six month review in July.
3. The appraisal process will be managed by the Town Clerk and where necessary the Chair of Office Services Committee
4. The member of staff will complete an appraisal form and forward this to their line manager.
5. The Town Clerk or Line Manager will complete their section of the form.
6. When all parties agree on all aspects of the Appraisal then this will be signed off and completed for the year.

Substance of the Appraisal

1. Targets set from the previous year will be reviewed.
2. Joint review of performance evidenced.
3. Discussion of achievements and concerns.
4. Review of job description (if applicable)
5. Setting role specific objectives (no limit of number)
6. Summary and agreement

Objectives should be SMART (specific, measurable, achievable, relevant, and time bounded). The results of the appraisal process will be recorded on the Performance Appraisal form, which is part of this Policy document. A copy of the form will be kept by both the appraiser and staff member.

Adopted January 2022