

# DISS TOWN COUNCIL



## APPRAISAL POLICY

**Reviewed by the Executive Committee on 5<sup>th</sup> September 2018**

# DISS TOWN COUNCIL

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## APPRAISAL POLICY

1. A performance appraisal will be carried out on each employee at least once every year and will be conducted by the employee's line manager.
2. Training on conducting appraisals should be provided to line managers to ensure they are carried out fairly and consistently.
3. Those employees who are still in their six-month probationary period will not receive an annual appraisal. Instead, their performance will be reviewed, independently of the annual appraisal process, during and at the end of the probationary period. The form used for this is attached at Appendix A.
4. The first full appraisal will take place 12 months after starting the post and annually thereafter.
5. The line manager should schedule the review date and time in consultation with the employee and provide at least one week's notice. At the same time the appraisal form (Appendix B) should be provided by the line manager to the employee for completion.
6. The objectives of the meeting will be to:
  - discuss and review the previous year's performance, conduct and achievements
  - review the employee's job description to ensure it accurately reflects their role (N.B. if both parties agree that there has been a significant change to the role, then consideration should be given to whether the role requires a formal review)
  - identify any areas for development
  - if necessary, agree any changes required to performance objectives and actions required to improve the employee's performance and/or to enable them to achieve their full potential in the work they carry out for the Council and/or to facilitate their career progression
  - consider any future individual training and career development needs for the employee which are both relevant to the employee and to the Council
  - discuss opportunities for advancement or alternative work.
7. The employee should set out what actions they intend to take to develop themselves and they must assist in making the performance review process a worthwhile exercise. The meeting will be an open forum where views can be

exchanged and agreed conclusions reached. The outcome of the meeting will be a clear action plan for both the employee and their line manager.

8. Employees should prepare for their appraisal meeting by carefully considering in advance what points they wish to discuss about their performance. They should consider their achievements over the previous year and the progress they have made in achieving performance objectives. The appraisal form (Appendix B) should be completed by the employee and submitted to their line manager two days prior to the review date.
9. After the meeting, the employee's line manager will complete the relevant sections of the appraisal form as a record of the discussions that took place at the meeting. This will then be given to the employee for signature to acknowledge that they are satisfied that it accurately reflects the issues discussed.
10. If the employee substantially disagrees with any of the comments made, they will be able to record this on the form. Once the employee has signed the form, they should return it to their line manager and retain a copy for their own safekeeping.
11. The form should be completed by both the line manager and the employee within two weeks of the appraisal meeting. The form will be kept confidential and will be held on the employee's personnel file.
12. A copy will be forwarded to the Chair of the Executive committee so that they can conduct an overall review of the appraisal process and ensure the fairness and effectiveness of each line manager's approach to the process.
13. The completed appraisal form must be viewed as a working document and as such should be continually referred to and reviewed throughout the year by both the employee and the line manager.
14. Any employee who feels that their appraisal was entirely unsatisfactory or unfair to them may ask that a senior manager review the appraisal with them and their line manager.



## DISS TOWN COUNCIL PROBATIONARY ASSESSMENT FORM

Employee Name:	Start Date:
Job Title:	Line Manager:

Please select the relevant assessment	Interim probationary assessment	Final probationary assessment
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	Excellent	Good	Average	Poor
Attendance				
Time keeping				
Appearance				
Housekeeping				
Ability				
Quality of Work				
Motivation				
General Conduct				
Interaction with Others				
Co-operation				
Compliance with Policies				

Line Manager's Comments	Signature: _____ Date: _____
Employee's Comments	Signature: _____ Date: _____



## Staff Appraisal Form

1. A performance appraisal will be carried out on each employee at least once every year and will be conducted by the employee's line manager.
2. The objectives of the appraisal will be to:
  - discuss and review the previous year's performance, conduct and achievements
  - identify any areas for development
  - if necessary, agree any changes required to performance objectives and actions required to improve the employee's performance and/or to enable them to achieve their full potential in the work they carry out for the Council and/or to facilitate their career progression
  - consider any future individual training and career development needs for the employee which are both relevant to the employee and to the Council
  - discuss opportunities for advancement or alternative work.
3. To maximise the effectiveness of the appraisal, it is important that employees prepare for the meeting by:
  - a) Reviewing the Council's Appraisal Policy (Appendix A)
  - b) Completing the appraisal form below, which should be given to you at least one week before your review
  - c) Reviewing your job description and person specification to ensure these accurately reflect your role
  - d) Reading through your action and training plans from last year, if applicable
  - e) Submitting your completed appraisal form to your line manager at least two days prior to your review
  - f) Considering any training and development, which could help you do your job more effectively.

Name		Job role	
Name of Manager completing the review		Date	
What achievements are you really proud of during the last year?			
Please provide some suggestions for how your job could be more efficient or manageable.			
What have I been really good at this year?			
What would I like some help with?			
Is there any extra support or training that would help me?			
Please provide some suggestions on how you could do your job differently.			
Which of my skills, abilities or knowledge do I think could be put to better use?			

Staff Appraisal - Reviewer Summary

How do I think you have performed your job role?

Other points covered during review including development

Agreed Action Plan (including objectives and role expectations)		
What	When	How (if relevant)

**Acknowledgements:** I acknowledge that I have reviewed this document and it is a true representation of the discussion with my Line Manager.

Employee's Signature	Date
Line Manager's Signature	Date