

Staff Appraisal (not Town Clerk)

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| Policy Number: RTC 10 | Issue Number: 03 |
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| Originator: L McCormick | Agreed: RTC Monthly Meeting 15 th May 2018 |

BACKGROUND

POLICY

Ripley Town Council has adopted this Staff Appraisal Policy to provide a sound structure to the way it conducts its business

Ripley Town Council

STAFF APPRAISAL POLICY OTHER THAN THE TOWN CLERK

It is the policy of Ripley Town Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have his or her objectives and performance reviewed. It must include agreed steps to improve performance and or training opportunities. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees.

Employees must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.

The Town Clerk will review quarterly objectives for all staff

Staff appraisal interviews will be carried out every 6 months and yearly or as required at the instigation of the Clerk. The appraisal will discuss and agree aims and objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.

As part of the appraisal, the Clerk will conduct performance reviews which will cover all aspects identified in their job descriptions. Assessment will in particular focus on;

- quality of work, accuracy and detail motivation and ability to work under pressure
- dependability & timekeeping
- job knowledge
- understanding of safety issues
- knowledge of the Council
- work planning and the effective use of time

- problem solving and decision-making
- flexibility, adaptability, initiative and innovation
- communication and interpersonal skills
- teamwork and / or leadership
- discretion
- business development
- achievement of targets

Before any appraisal interview, the appraiser should gain perceptions of performance by enquiries of colleagues having any involvement with the staff member in question and will bear in mind observations from councillors and members of the public.

Staff appraisals will be carried out by the Clerk to the Town Council and recorded on the form attached as appendix 1.