

## **Staff Appraisal Process**

1. All staff will have an annual appraisal, to be held in October.
2. Staff will receive at least two weeks' notice of the date and time of the scheduled appraisal.
3. Staff will receive a copy of the previous year's appraisal record.
4. The appraisal will consist of a meeting, during normal working hours, where the following topics will be discussed:
  - A review of the last year's tasks, projects including:
    - What went well?
    - What could be improved?
  - Improvement ideas for the Council that you could also deliver\*\*,
  - Upcoming tasks for the year ahead,
  - Training needs and requirements,
  - Agreed Action Points for employee and employer.
5. The appraisal for the Town Clerk will be carried out by the Chair of the Staff Committee\* and Deputy Mayor.
6. The appraisals for the other members of staff will be carried out by the Chair of the Staffing Committee\* and the Town Clerk.
7. An agreed written record of the appraisal will be recorded and signed by the member of staff, the Town Clerk and the Chair of the Staffing Committee\*.
8. In addition to the annual appraisal process, staff will have regular one to one meetings with the Town Clerk.
9. The Town Clerk will have quarterly meetings with the Mayor and/or Deputy Mayor.

### **Note**

\* In the event of the Mayor also being elected Chair of the Staffing Committee the role on the appraisal process will be delegated to the Vice-Chair of the Staffing Committee.

\*\* Improvement ideas undertaken by the employee can be used as evidence to support requests for a pay spine increment and therefore be completed within the appraisal year. To assist in setting these objectives the following can be used as a guide to assist the successful completion:-

**Specific** – the objective should be simple, sensible and specific. You need to ask the five W's: who, what, why, where, and which other resources are needed.

**Measurable** – the objective should be meaningful and motivating, progress will be tracked through regular reviews with the Clerk and monthly reviews with the Clerk and Chair of Staffing Committee. In the case of the Clerk owning an objective, the reviews would be with the Mayor and Chair of the Staffing Committee.

**Achievable** – the agreed objective should push you but not be unachievable.

**Relevant** – Ensure your objective is relevant to the council's strategic plan and or vision.

**Time bound** – Nothing gets done quickly without a deadline.

Simple master document

Objective:	Owner:
Start date:	End Date:
Progress review meeting no.1	Progress meeting No.2

## Dursley Town Council - Annual Staff Appraisal

<b>Name:</b>	
<b>Job Title:</b>	
<b>Appraisal Date:</b>	
<b>Reviewers:</b>	

**A List of the Key Tasks from your previous appraisal.**

**What do you see yourself as doing / having done in the past year, including a review of last year's key tasks, projects and work.**

**What went well?**

**What areas caused you difficulties and why?**

**Do you have any improvement ideas for the way you do your job or for improving the town council overall that you can complete in the next year?**

**Key tasks for the coming year:**

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**Is there any equipment, training or changes to working practices including any health & safety, equalities or personal issues that would help you to develop and achieve your key tasks?**

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**Action points for employee:**

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**Action points for employer:**

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**Any other comments:**

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**Signed:**  
**(Employee)**

**Date:**

**Signed:**  
**(Appraiser)**

**Date:**

**Signed:**  
**(Appraiser)**

**Date:**