



ST JUST TOWN-IN-PENWITH TOWN COUNCIL

STAFF APPRAISAL AND DEVELOPMENT SCHEME

1. **Aim**

- To review staff progress, objectives and priorities, and support individual training and development in ways that benefits the Council and its objectives.

2. **Purpose**

- To recognise good work of employees.
- To identify areas where improvement is needed.
- To relate the employee's goals to the goals / objectives of the Council.
- To stimulate employee motivation.
- To enhance communication between the manager and the employee. In the case of the Town Clerk between the Council, as employer and the employee.
- To foster personal development.
- To detect problems at an early stage through discussion.
- To review individual performance and identify areas for improvement.
- To stimulate staff feedback on their performance and improve motivation.
- To identify training and development needs

3. **Range**

- All staff will be appraised by the Town Clerk. The Town Clerk will be appraised by the Chair or Vice-Chair Staffing Committee and Mayor or Deputy Mayor of the Council (whichever is a member of the Staffing Committee).

4. **Related Documents and Data**

- Job Description

5. **Responsibility**

- Town Clerk for arranging the appraisals of Council staff and for making training and development recommendations.
- Appraisals of Town Clerk to be arranged by the Chair or Vice-Chair of the Staffing Committee and for making training and development recommendations.
- The appraisal process to be overseen by the Staffing Committee, which is responsible for undertaking periodic reviews of its effectiveness and to approve any changes to the Scheme and to produce a Council Training and Development Plan based the agreed actions arising from the appraisal process.

6. **Procedure**

Frequency of Staff Appraisals

- As a minimum, staff shall be appraised at intervals not exceeding twelve months, followed by two review meetings to monitor progress against agreed actions, and to provide an opportunity to discuss any areas of concern.

The Appraisal Process

- The appraisal process shall take place in accordance with the current Staff Appraisal Scheme.
- In advance of the appraisal meeting the appraiser (in respect of the appraisal of the Town Clerk this means the Staffing Committee) and the appraisee will complete a contribution form in preparation of the appraisal meeting.
- A copy of each completed appraisal shall be submitted to the Staffing Committee and will be held on file by the appraiser, and a copy shall be provided for the appraisee.
- The Staffing Committee is responsible for ensuring that any necessary follow-up action is undertaken, including the implementation of training and development recommendations.

Review of Staff Appraisal Scheme

- The Staff Appraisal Scheme shall be subject to annual review by the Staffing Committee and the Town Clerk.