



Staff Appraisal Policy

**Approved Council
Meeting: 18/04/2016**

**Minute Number:
748/17**

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POLICY STATEMENT

It is the policy of Matlock 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 performance reviewed. It must include agreed steps to improve performance. 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.

Any appraisal interview shall discuss and agree 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.

Performance reviews 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 and 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. The views of any line manager will be sought.

Appraisals will be carried out by the Town Clerk.

Where the appraisal is of the Town Clerk, it is Council policy that a sub-committee of the Corporate Committee act as line manager and seek views in the initial preparation stage.

Related Documents

Appraisal Form

Training schedule