



Halstead Town Council Performance Management Policy and Procedure

It is the policy of Halstead Town Council to maintain a meaningful but simple appraisal system which monitors performance against agreed achievable targets and responsibilities, and gives both employees and manager the opportunity to set objectives for the following year.

- The council expects an annual review for each employee, but also encourages more frequent exchanges of views, and discussion of issues.
- Where employees are performing well, and have managed significant achievements, this should be noted and welcomed by their manager
- The council aims to maintain a high level of job satisfaction and growth amongst employees, through frequent exchange of views
- Staff meetings are held every 2 months, and in addition regular meetings are held with the car park attendants so that they can raise issues
- The Clerk encourages an open door policy so that any member of staff can raise issues which may be on their mind at any time
- Staff are encouraged to report to the Clerk any concerns they may see when carrying out their role

The Town Clerk will carry out annual reviews of staff. The Staff Advisory Committee should appoint a SAC member to carry out the appraisal of the Town Clerk which will be made available to all members of the committee.

The Clerk will report the outcome of appraisals and raise any issues at the appropriate SAC meeting. The Town Clerk will share staff appraisals with the Staff Advisory Committee members upon request.

1. In the event of significant disagreement, the matter should be referred to SAC and a second appraiser be appointed to review the appraisal
2. A Review Committee should be set up if the matter is still not resolved
3. For the Town Clerk only, a less formal mid-year review, with a written report, can be carried out by 2 members of SAC nominated by SAC

Appraisal Meetings

At least five working days' notice will be given to the employee. The meetings should follow these guidelines,

- Sufficient time will be ensured for the meeting.

- Appraisal meetings should take place in a private room, which is light, spacious, and, barring emergencies, free from distractions/interruptions.
- All appraisees will be treated equitably and the meeting will be friendly but professional.
- The appraisee and appraiser are participating in a two-way discussion, not an interview, and opportunities should be given for appraisees to feed back on the way the council is managed.
- The appraiser will guide the process by use of questions and listening, and will regularly summarise key points.
- The appraisee should take responsibility for expressing their views and this may include working together with the appraiser to address any difficulties currently experienced.
- The appraiser and appraisee will ensure they are both clear and in agreement as to the action to be taken.

Appraisal interviews 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 job descriptions. Assessment will focus on:

- Satisfactory completion of all tasks in job descriptions
- motivation, problem solving, quality of work, teamwork, timekeeping, training and development needs
- understanding of health and safety issues, work planning and the effective use of time

For the Town Clerk only:

- knowledge of legislation and best practice, knowledge of the Parish and surrounding areas, knowledge of the Town Council practices and leadership

Appraisals meetings should follow the below process,

- Review of job description and any proposed updates if necessary.
- Review of previous year's performance against the objectives agreed at the beginning of the year. The appraisee should be encouraged to put forward their view on how they think they have performed.
- The appraisee should be encouraged to contribute to the list of objectives for the coming year
- Agree any Learning and Development objectives..
- The meeting should conclude with a general discussion, which allows the appraiser and appraisee to make overall summarising comments.

The performance review document should be reviewed by the Clerk and the employee / member of SAC and the Clerk and signed by both.