

Date of Meeting: 12th November 2020

Appraisal Policy

1. Purpose of Report

To consider recommendations for the introduction of an appraisal policy (performance management policy).

2. Background

Earlier in 2020 Council approved the appointment of new HR consultants as the Town Council has several areas to address in relation to the management of human resources. One of the areas included the development of an appraisal policy/scheme.

3. Considerations

What is an appraisal scheme/performance management?

It describes the arrangements that employers use to maintain, and improve the performance of their workforce so that the organisation achieves its goals.

Most performance management arrangements involve:

- employees being set performance measurements
- meetings between a manager and each member of staff to discuss their performance
- assessing employees against their performance measures
- a record of performance being kept.

How this is done can vary widely, depending upon the particular needs of the organisation.

Why is managing performance important?

Good performance management is essential to get the best outcome for organisations and the workforce. If performance is not managed well, staff are unlikely to perform at their best.

Good performance management arrangements can help an organisation:

- motivate staff
- check that all staff are making valuable contributions towards organisational goals
- develop staff
- recognise and acknowledge the good work of employees

- deliver tasks and projects quickly and to required standards
- spot and improve poor performance.

However, it is important to keep the arrangements as simple as possible, so that managers and staff do not work around it.

The attached draft proposals have been developed with the assistance of the HR consultants.

4. Recommendations

4.1 That members recommend the approval of the proposed documents by full council.

5. Financial Implications

There is no direct financial implications as a result of introducing an appraisal scheme/performance management policy.

6. Equalities Impact

An appraisal scheme would ensure equality for all staff.

7. Personnel Implications

There would be a requirement for senior officers to carry out appraisals.

8. Environmental implications

Not applicable.

9. Consultation

Not applicable.