

Date of Meeting: 4th February 2021

Appraisal Policy

1. Purpose of Report

To consider recommendations of the Staffing Committee 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 had several areas to address in relation to the management of human resources. One of the areas included the development of an appraisal policy/scheme.

In November 2020, the Staffing Committee considered a draft Appraisal policy developed by the HR consultants.

3. Considerations

Committee observations

The committee considered the system for carrying out appraisals, supporting a top-down approach to ensure the objectives of the council are shared. Members also considered who would conduct the Clerk's appraisal. Following discussion members agreed that the new staffing structure review would aid in the carryout of appraisals, sharing the conducting of appraisals between line managers and supervisors.

The committee supported the wish of the Clerk to introduce appraisals in the Spring of 2021, allowing for the recovery from the pandemic, and in line with the financial year with the aim of achieving objectives within each financial year as detailed within the Corporate Strategic Plan.

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 by the HR consultants.

4. Recommendations

4.1 That council approve the attached draft appraisal process for introduction in Spring 2021.

4.2 That the Clerk's appraisal is carried out by the Mayor and Chair of the staffing committee each year.

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.