



Ramsgate Town Council

APPRAISAL SCHEME

Adopted	3rd December 2024
Due to review	As required.

Staff Appraisal Scheme

1. AIMS OF THE APPRAISAL SCHEME

To be carried out annually to achieve the following:

- To encourage and improve communication between colleagues by providing a formal opportunity to discuss progress, priorities and training needs.
- To achieve a clear understanding of what is expected and required, and to prepare an action plan, or work programme which links to the Council's key objectives.
- To identify training/development needs and aspirations.
- To link to the Recognition and the Reward Scheme by assessing an employee's contributions to the Council's day-to-day activities.

2. HOW IS THE APPRAISAL CARRIED OUT?

An appraisal meeting will be held on a one-to-one basis with your line manager; in respect of the Town Clerk, this will be the Chair of the Town Council.

Once completed, the appraisal form will be reviewed by the Chair & Vice Chair of the Town Promotion Committee. Independent advice from the Council's HR advisor at Worknest may also be sought if required.

3. NOTICE OF APPRAISAL

At least 14 days' notice, in advance of the appraisal meeting, will be given and a form forwarded for you to consider and complete in advance (if required by your manager), along with a copy of your current job description.

4. WHAT SHOULD I DO BEFORE MY APPRAISAL

4.1 Where appropriate, complete the form, giving consideration to:

- Knowledge of Duties
- Quality of Work
- Relationships with Others
- Communication Skills
- Manual/Numeric/Operational Skills
- Supervision/Oversight of Staff (if applicable)
- IT Skills
- Managing Resources

4.2 Make a note of any difficulties you have experienced or concerns you have, so that a constructive way to overcome them can be considered.

4.3 Consider any comments, questions or suggestions you may wish to make and be prepared to bring your completed appraisal form to discuss with your manager at the appraisal meeting.

5. WHAT WILL HAPPEN AT THE APPRAISAL INTERVIEW?

5.1 A review of the past year, including an overall assessment of whether key objectives, as set out in your job description, have been achieved from your previous year's appraisal.

5.2 Set key objectives for the forthcoming year and discuss if the way in which tasks are carried out can be improved.

Objectives need to be **SMART** – they need to be:

- Specific
- Measurable
- Achievable
- Relevant/Realistic
- Time related

5.3 It is important to be specific and to recognise that listening is just as important as talking. You and your appraiser should aim to share the talking equally. The atmosphere should be one of openness and trust. Any comments made by the appraiser or jobholder are to be constructive and should not be seen as criticism.

5.4 You will jointly complete the appraisal form with your manager and you will both have the opportunity to put your own comments on the form.

5.5 Your performance will be assessed as unsatisfactory **or** meeting the requirements of the job

5.6 Awards linked to the Recognition and Rewards Scheme are as follows:

Where an employees' annual appraisal has identified that the **requirements of the job have been met**, the Town Clerk, in conjunction with the Chair & Vice Chair of the Finance & General Purposes Committee (*OR the F&GP Committee itself?*) will have delegated authority to:

- Authorise the awarding of one spinal point increase until the spinal column point ceiling is reached.

And, once that spinal column point ceiling has been reached, authorise one additional non-accruable days' annual leave to be taken within the employees' annual leave year and at a time when it does not have an adverse impact upon the ability of the Council to meet operational demands and budgetary responsibilities.

For the Town Clerk a decision will be made by the Finance & General Purposes Committee.

If your performance is assessed as unsatisfactory, you will be managed and supported in line with the Council's Performance Improvement Procedure (detailed in the Staffing Handbook) will be implemented.

6. WHAT RECORDS WILL BE KEPT?

- 6.1 When the form has been completed and typed up, the employee and the manager will sign and date the form as an accurate record of the discussion that took place.
- 6.2 It is important that the Town Clerk/Chair of Town Council is aware of all issues raised so that those of concern can be addressed. It may be appropriate for issues raised at the meeting to be considered under another of the Council's policies and procedures, if this is the case it will be fully discussed with the individual.
- 6.3 The original appraisal form will be kept in your personal file, and will be used for the purpose of reviewing the past year, prioritising tasks and objectives for the forthcoming year and identifying training/development needs and opportunities. Staff will be supplied with a copy of the completed appraisal.

7. APPEAL PROCEDURE

- 7.1 If you are not happy with the outcome of the appraisal, a formal meeting will be arranged with your manager to identify your concerns and try and resolve them. Depending on the nature of the concerns raised it may be necessary for the Town Clerk or the Chair of Council to attend the meeting. It is anticipated the matter will be resolved at this meeting.
- 7.2 Where an employee is unhappy that they have not been awarded a performance related reward (linked to the Recognition & Rewards Scheme) arising from their annual employee appraisal, they will have the right to appeal to a panel of three or more councillors (members of Finance & General Purposes Committee). Notification of an appeal linked to the Recognition & Rewards Scheme must be made by the employee to the Town Clerk and Chair of Council, within 10 working days of the employee being notified of the completed appraisal review by the Town Clerk, Chair & Vice Chair of Finance & General Purposes Committee (and Worknest HR advisor if required).

Appraisal form

Provided by Worknest, the Council's HR Advisor

Employee's name:	
Job title:	
Department:	
Date of engagement:	
Manager:	
Date of meeting:	
Current performance	
<p><i>Objective/competence 1:</i> <i>This section should be used to record discussion on the key areas of the job, and include a summary of achievement against the objectives that have been previously agreed (a first appraisal will need to take place before objectives will be set).</i></p>	
<p><i>Objective/competence 2:</i></p>	
<p><i>Objective/competence 3:</i></p>	
<p><i>Development summary:</i> <i>This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.</i></p>	
<p><i>Development and training</i> <i>This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or to develop him/her further.</i></p>	
<p><i>Career planning</i> <i>This section should record any areas of the department or Company in which the employee has expressed a specific interest.</i></p>	
<p><i>Other areas of discussion</i> <i>This section should record any other points raised at the appraisal meeting.</i></p>	

Assessment Level

This is based on performance over the year against objectives achieved

*Outstanding performance
(Objectives exceeded and
competencies more than fully
demonstrated)*

*Standard performance
(Objectives met and competencies
fully demonstrated at required levels)*

*Less than standard performance
with development needs
(Most objectives met but
development required to fully meet
all objectives)*

*Unsatisfactory performance
(Performance unacceptable;
objectives not met and
competencies not demonstrated)*

Employee's signature:

Appraiser's signature:

Date:

Reviewing manager's signature:

Date:

One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.