

New Mills Town Council (NMTC)

Appraisal Policy



Our commitment

New Mills Town Council will provide appraisal procedures for all town council employees to achieve their full potential in the work that they carry out for the organisation. The benefits of appraisal for the individual involved and the Council should include in improved communication, sharing the council's strategic aims and enhanced performance.

Staff appraisal at New Mills Town Council

Each year, each member of staff will take part in a meeting with the clerk. The purpose of the meeting will be to review the previous year's achievements, set clear objectives for the year ahead, and to discuss any training, development and career planning relevant to the individual and to the Council. Continuous dialogue throughout the year should inform the agenda of the meeting, and the outcome of the discussion should be a clear plan for both participants in terms of taking action.

The performance appraisal scheme

The objectives of the performance appraisal scheme are as follows:

- To provide a platform for staff and Clerk to review aspects of job performance on a regular basis so that each individual is provided with the wherewithal to perform their job to the best of their ability, and to make the best contribution possible towards the Council's goals. The process should provide clear direction towards personal and organisational objectives, so that each individual is able to achieve their potential, gain maximum job satisfaction and contribute towards the organisation's success.
- To add value in identifying individual training, development and career needs. Discussions on such needs should focus upon genuinely assisting the New Mills Town Council Staff in acquiring the relevant skills, knowledge and behaviours (competencies) for them to perform well in their current role. Opportunities for advancement or alternative work may also be on the agenda.
- To provide an opportunity for the Manager and Employee to review the Job Description, where small changes may need to be made, and to draw up draft amendments for review by the Personnel Committee.

Timing of Appraisals

Each year the clerk will prepare a schedule so that each member of their team is allotted an appraisal meeting with them. The appraisal interviews will take place during April or May.

New employees who are still in their six month probationary period will be seen as normal for their probation one-to-ones. Otherwise, all employees who have successfully completed their probationary period will be included on the appraisal schedule.

Roles and responsibilities

Town Clerk is expected to:

- arrange annual, interim and informal review meetings;
- issue, in good time, any forms for completion;
- maintain records of discussions, objectives and actions.

Employees are expected to:

- complete and submit relevant parts of review forms prior to any meeting
- prepare for and participate fully in the review meeting;
- take responsibility for following through agreed objectives;
- be ready to report progress at subsequent meetings (annual and interim), to include giving updates on any difficulties or obstacles that have arisen and explore with the Clerk, means of overcoming these;
- sign and return review forms to the Clerk.

The Personnel Committee is expected to ensure that:

- Identified training needs are met and that the Performance Management process is followed fairly and reasonable timings adhered to.

Appraisal document

The form is designed to prompt focus in line with the objectives of the appraisal scheme.

- An appraisal preparation section (completed prior to the meeting); - the form is designed to prompt some thought to the areas that the appraisal meeting will address
- An appraisal log (the record of the appraisal meeting); must be completed as a faithful record of the discussion that took place at the appraisal meeting
- An action plan for the year ahead; the action summaries should be used as a planner so that any agreed outcomes are followed up conscientiously

Review of appraisals

The Personnel Committee will meet once the appraisals are completed, to ensure the appraisals have been carried out. This exercise is not designed for Councillors to offer their views on any individual; its purpose is to review the fairness and effectiveness of the process and consider findings and recommendations presented by The Clerk

Completed forms

Any paperwork or electronically filed forms are confidential. Either a hard copy or an electronic copy will be lodged on the individual's own personnel file, and staff must have a copy of the appraisal for their own records and safekeeping. The completed appraisal form and action plan must be viewed as working documents and as such be continually referred to and reviewed throughout the year.

The development and training section of the appraisal form should be set up as a separate file so that the information on it can be used in setting up the training plan for the forthcoming year.

When conducting your appraisal, New Mills Town Council processes personal data collected in accordance with its Data Protection Policy. Data collected by the Council as part of the operation of the appraisal process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing your appraisal. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Council's Data Protection Policy immediately and may also constitute a disciplinary offence, which will be dealt with under the Council's Disciplinary Procedure.

Request for review

Any staff who feels that their appraisal was unsatisfactory or unfair to their, may ask that another person review the appraisal with themselves and the appraiser. This would ordinarily be a member of the Personnel Committee; though another Councillor be appointed to do so.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: 1 May 2025

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