

# Horley Town Council

## Staff Appraisal Scheme

### 1. Introduction

The Council is anxious to encourage staff to continuously develop skills in themselves and those with whom they work. The Appraisal Scheme is proposed to provide employees with the opportunity to discuss, on an annual basis, their job role and performance and development needs, in relation to Council objectives, with their Manager. It is a time to consider the things that are going well, what changes will be needed in the coming year, areas of improvement and any organisational or personal development issues.

The Scheme is central and vital to the management of the performance and the development of individuals who work for the Council at all levels. It provides a focus for continuous improvement, through people, of the services provided by the Council.

The Scheme is not a vehicle for disciplinary or grievance action for which there are separate and well defined procedures.

### 2. The Aim

The purpose is to identify future action so that individuals can develop within their job role and realistically address any personal aspirations, while agreeing objectives and targets for the coming year. The aim is to review the previous 12 months but with a clear focus on the future and ensuring everyone has the same understanding of the action needed to meet Council objectives.

Discussions will take place annually.

### 3. The Objectives

#### For the Employee:

- *to agree standards and targets and review achievements*
- *to build on strengths and identify areas of development*
- *to realistically address personal ambitions and aspirations*
- *to identify and analyse training and development needs*

**For the Council:**

- *to evaluate and use each individual's strengths more effectively to improve performance*
- *to involve everyone in achieving personal and Council objectives*

**4. Responsibilities**

The Scheme operates throughout the Council and applies to all levels of staff. The principles of the scheme must be followed, but it is designed to allow for some flexibility.

**5. The Town Clerk**

The Town Clerk supports the scheme and has responsibility to ensure it operates objectively, fairly and consistently throughout the Council. He will ensure that it is firmly embedded as a method of reviewing staff performance and linking development needs to the Council's Performance and Policy Plan. He will conduct reviews on the Deputy Town Clerk, Assistant Town Clerk and Caretaker and any other staff employed by Horley Town Council.

**6. The Town Council Chairman**

The Town Council Chairman will review the Town Clerk's performance on an annual basis and inform the Council when a review has been completed.

***Dated: February 2016***  
***Next review date: April 2017***