



Kidderminster Town Council

APPRAISAL POLICY

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Kidderminster Town Council **Appraisal Policy**

The purpose of this policy is to ensure that there is a framework in place in order to effectively assess employee performance. The appraisal process provides the opportunity for both an appraisee and appraiser to reflect and comment on the appraisee's previous year and set objectives for the following year.

This policy applies to all personnel other than the CEO. The CEO's appraisal will be in a manner that the Staffing Committee decide.

Aims of the Policy:

- Ensure employees receive valuable and balanced feedback on their work performance
- Identify personal development needs, training needs and aspirations
- Provide employees knowledge of what is expected of them in terms of the standard of their performance
- Ensure employees receive recognition for their achievements
- Ensure employees are made aware of any areas in their work which are not to the required standard
- Exercise effective communication to ensure that both the needs of the individual, and of the Town Council are being met, and how they will be met in the following year

Appraisal documents should be issued to both parties prior to the discussion, to allow time for reflection and preparation. These will provide a framework and focus for the discussion.

Any agreed objectives should be SMART (specific, measurable, achievable, relevant, and time-bound).

All directly employed members of staff, who have completed their probationary period, are required to participate in the appraisal process.

Information shared during the appraisal is to be kept confidential and stored securely, in line with confidentiality. A copy of the appraisal paperwork will also be given to the appraisee.

Each member of staff will receive an appraisal annually.

An annual appraisal form should be approved by the Staffing Committee.

The appraisal will be a fair process in line with the Council's Equality and Diversity policies.