

Burntwood Town Council

Staff Performance Management Policy

1.0 Policy Statement

1.1 It is the policy of Burntwood Town Council that performance appraisal procedures covering all employees are undertaken annually.

1.2 The objectives of the scheme are:

- To enhance the quality and efficiency of services and customer care provided by Burntwood Town Council through supporting each employee to consistently achieve high standards of performance.
- To help all employees develop to their fullest attainable level of potential and achievable job satisfaction.

2.0 Core Principles

2.1 This policy aims to create a performance management framework to ensure that all employees:

- have an annual appraisal meeting.
- know what is expected of them in terms of the standard of their performance from the beginning of their employment.
- know what is required of them to do their job effectively.
- receive recognition for their achievements.
- receive feedback on a regular basis which aims to improve and develop their performance.
- identify areas where improvement is needed.
- identify their learning and development needs.
- plan their career development where possible.

2.2 Performance will be reviewed against the requirements of the job description and the objectives set at the previous performance management interview or a mid – year subsequent review. The Town Clerk will carry out the staff appraisals and Chair of the Policy and Resources Committee the appraisal of the Town Clerk.

2.3 Incremental salary increases are dependent on a satisfactory performance appraisal. The Policy and Resources Committee will be informed of the annual staff appraisals.

2.4 Records of performance management appraisals are confidential to the staff member and the Town Clerk, although where appropriate and with the agreement of the employee, the Chair of the Policy and Resources Committee may have sight of the appraisal.

3.0 Appraisal Procedure

3.1 Employees must be given adequate notice of their appraisal discussions and guidance/briefing on how to prepare for and get the best out of the meeting. All relevant paperwork should be shared with the employee at least 7 working days before the appraisal date.

3.2 The following paperwork will be used to support the appraisal process:

- Appendix 1 Guidelines for Appraisers
- Appendix 2 Guidelines for Employees
- Appendix 3 Appraisal Interview Forms

3.2 Employees have the right to add comments to their appraisal form. This may be anything they wish to say about their appraisal, current duties, their line manager and any blocks to the achievement of the objectives and targets set.

3.3 The appraisal should also look to see if any additional support or equipment is needed to enable an employee to perform their role effectively. This may be ICT equipment, flexible working arrangements or whether any reasonable adjustments are needed to support a disability.

3.4 Where it is known that an employee is due to commence a long period of absence this will be factored into the objective timescales. Where appropriate, an appraisal will be held before the absence starts. Where employees miss scheduled appraisal meetings due to sickness absence, the meeting will be rearranged to take place following their return.

4.0 Disputed Appraisals

4.1 An employee may invoke the Town Council's Grievance Procedure if they feel that their performance appraisal is unfair or inaccurate.

5.0 Policy Review

5.1 The Policy will be reviewed following a full Council election.