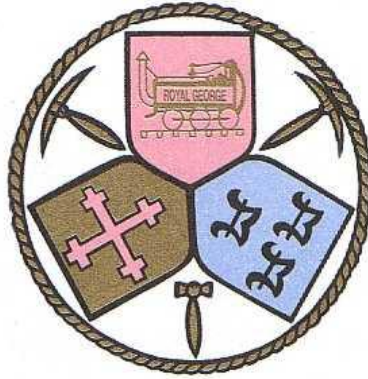


SHILDON TOWN COUNCIL



STAFF APPRAISAL POLICY

Adopted	14 th September 2026
Next Review	September 2028

Shildon Town Council Staff Appraisal Policy

1. Purpose

- a. Shildon Town Council is committed to supporting and developing its staff to ensure effective service delivery for the community.
- b. This policy provides a framework for annual staff appraisals, ensuring:
 - i. Clear expectations and objectives for all employees.
 - ii. Ongoing development and support.
 - iii. Improved communication between staff, the Town Clerk, and Councillors.
 - iv. A consistent approach to performance management across the organisation.

2. Scope

- a. This policy applies to all Shildon Town Council employees, whether full-time, part-time, permanent, or fixed term.
- b. It also outlines how the Town Clerk will be appraised by the Council.

3. Objectives of Appraisal

- a. The appraisal process is designed to:
 - i. Review and reflect on the employee's performance over the previous year.
 - ii. Agree with future goals, priorities, and development needs.
 - iii. Identify any training requirements.
 - iv. Encourage two-way discussion between staff and management.
 - v. Align individual performance with the strategic aims of the Council.
- b. Appraisals are also intended to motivate staff, strengthen morale, and improve overall effectiveness.
 - **specific** – by being clear about what the employee will actually do
 - **measurable** – so you know whether they've been achieved
 - **achievable** – they should be realistic
 - **relevant** – to the employee's job and responsibilities
 - **time-bound** – with a reasonable timeframe for achieving them

4. Frequency

- a. Formal appraisals will take place **annually** for all permanent staff, usually in **February & March**.
- b. Additional review meetings may be held throughout the year if necessary.

5. Responsibility for Conducting Appraisals

- a. **All staff (except the Town Clerk)** will be appraised by the Relevant Line Manager.
 - Central services (office) to be carried out by Town Clerk.
 - Direct Works Section to be carried out by Direct Works Manager.
 - Civic Hall is to be carried out by Civic Hall Manager.
 - Both Direct Works & Civic Hall Managers are to be carried out by Town Clerk.
- b. The **Town Clerk** will be appraised by **three Councillors**, appointed by resolution of the HR Committee.

6. Preparation

- a. Each staff member will complete a **self-appraisal form** prior to their meeting to reflect on their performance and achievements.
- b. The appraiser will review this form and any relevant information before the meeting.
- c. The appraisal will be arranged in advance, in a private setting, at a time suitable for both parties.

7. Appraisal Meeting

- a. The meeting will cover, at a minimum:
 - i. Review of the previous year's performance, objectives, and key achievements.
 - ii. Discussion of the complete self-appraisal form.
 - iii. Identification of challenges and support needed.
 - iv. Agreement of new goals and objectives for the year ahead.
 - v. Identification of training and development needs.
- b. The meeting will be conducted in a constructive, supportive, and confidential manner.

8. Documentation

- a. During the meeting, the appraiser will draft notes on the **Appraisal Form**.
- b. The completed form will be typed up and provided to the appraisee within **20 working days**.
- c. The appraisee will review the document, complete their personal reflection, and sign the post-appraisal section.
- d. One copy will be kept on the employee's personnel file, and one provided to the appraisee.

9. Reporting

- a. After all appraisals are complete, the Town Clerk will provide the HR Committee with a summary report outlining:
 - i. Training needs identified.
 - ii. General themes or issues.
- b. Individual appraisal forms will **not** be submitted to the Committee to maintain confidentiality.

10. Confidentiality

All appraisal discussions and documentation will remain confidential, except where disclosure is required by law or for the purposes of formal HR procedures.

11. Review of Policy

This policy will be reviewed by the Personnel Committee every **two years** or sooner if there are significant legislative or operational changes.