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APPRAISAL AND REVIEW POLICY

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Minute 136/22

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Minute 18022

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET,
HYTHE, KENT. CT21 6BG



APPRAISAL AND REVIEW POLICY

INTRODUCTION

The Appraisal and Review Policy covers all employees of Hythe Town Council.

Formal appraisals are completed on an annual basis. Throughout the course of the year staff development and performance are managed by the Town Clerk. The Town Clerk's performance is managed by the Personnel Committee.

It is important that each member of staff is clear about what is expected of them in achieving their objectives, from the beginning of their employment.

Appraisals give individuals and the Town Clerk an opportunity to review.

- Performance, agree on personal objectives and learning and development.
- Requirements, to help to achieve objectives.
- Each member of staff will have individual objectives that will contribute to the agreed objectives identified by the Town Council.

Employees will be informed regarding how the procedure works and what will affect them.

New employees will be informed as part of their induction / probationary period and receive appropriate training.

Managers must not 'collect' issues to raise at the appraisal – the correct time to give praise or to deal with an issue is at the time they occur or as part of a regular review.

If there are disagreements over the accuracy or fairness within the appraisal meeting, these should be resolved informally where possible.

Employees may use the Grievance and Dignity at Work Policy if the disagreement is not resolved.

OBJECTIVES OF THE POLICY

The purpose of this policy is to ensure that the Town Council has a clear, consistent, and fair approach to appraisal and review.

The purpose of the appraisal is to:

- Give and receive feedback.
- Review objectives set at the last appraisal meeting.
- Agree on any additional objectives.
- Identify development and training needs and opportunities.

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

- Have an annual face-to-face appraisal meeting.
- Receive regular meetings with their line manager to discuss their performance during the year and discuss work activity, learning and development.
- Know what is expected of them in terms of the standard of their performance from the beginning of their employment.



- Have an initial appraisal shortly after starting their employment or new post.
- Are made aware of any poor performance areas in their work and receive recognition for their achievements.

Formal disciplinary and grievance issues are dealt with separately. Management of these issues is dealt with via the Disciplinary and Grievance Policy.

PROVISIONS

APPRAISALS

General Principles

All employees will take part in a formal annual appraisal process using the document included at the end of this policy.

Feedback should be clear, honest, helpful, and constructive.

It should be based on:

- Behaviour rather than personality
- Observation rather than inferences
- Description not judgment
- Specifics rather than generalisations
- Facts not unsupported opinions
- Suggestions for improvement.

Objective Setting

- Objectives set will be in line with the responsibility level and scope of work outlined in the appraisee's current, up-to-date job description.
- Significant changes to objectives and action plans should be discussed with the individual employee and confirmed as and when they arise.
- Performance against objectives, targets, and values should be assessed by objective evidence wherever possible and both appraiser and appraisee share the responsibility for monitoring progress on the agreed objectives.
- Councillors may play a role in identifying possible appraisal objectives for the Town Clerk. These items should be submitted for consideration to the Chair of the Personnel Committee on an annual basis.

Recording

- All appraisal meetings will be recorded including the date and outcome of all appraisal meetings.
- The appraiser and appraisee will agree the written record is accurate. This should be completed within 5 working days of the appraisal meeting.



Support

Appraisers will ensure that they ask the appraisee if they need any additional support or equipment to perform their role effectively. This may be ICT equipment, flexible working arrangements, or whether any reasonable adjustments can be made to support a disability.

Assessment

All appraisers will be assessed against their objectives.

The Town Clerk will demonstrate the consistency of assessment across their team.

Before each appraisal meeting, the appraiser and the appraisee will need to reflect on:

- The work the appraisee has been involved in including what has gone well, what has gone less well, and what the next steps should be.
- Future demands and service plans.
- Any new objectives that might be appropriate.
- Possible development needs and skills and knowledge that are specific to the post.
- Career aspirations and opportunities.

Employees should be given every opportunity to give their opinion about their achievements and their performance at work and there should be a joint discussion at the meeting.

REGULAR REVIEW

All employees meet regularly with the Town Clerk, this is an informal process.

Typical questions for consideration at these meetings could be:

- What is going well?
- What has gone less well?
- What has the employee learned?
- What is helping?
- What is hindering?
- How can colleagues further support the individual?



KEY RESPONSIBILITIES

All Staff

Refusal to participate in an appraisal will be a disciplinary matter and should be dealt with through the Disciplinary and Grievance Policy.

Town Clerk Responsibilities

- Ensure that each member of staff has an individual appraisal at least once every 12 months.
- Ensure that each member of staff has an up-to-date job description/person specification.
- To inform the Personnel Committee of the date when an appraisal discussion has taken place.
- To meet regularly with staff, either individually and/or as a team in between appraisal meetings.
- Oversee the updating of the Appraisal and Review Policy.

NEW EMPLOYEES AND LONG-TERM ABSENCE

Under one year's service (including temporary and fixed-term contracts)

- All employees will receive objectives and a review through appraisal meetings that are appropriate to the length of their employment.

Long-term absences including maternity leave.

- If employees are absent during an appraisal year, objectives and timescales should be reviewed to accommodate the absence where possible.
- Absences due to a disability or maternity should not affect the overall outcome of the appraisal.



ANNUAL PERFORMANCE APPRAISAL FORM

Name		Position	
Managers Name		Length of Service	
Date Appraisal Completed			
1. Has the last year been good/ bad/ satisfactory? Please give reasons for your answer.			
2. What do you consider to be your most important achievements of the past year?			
3. What elements do you find most challenging about your role?			
4. What elements of the job interest you most?			



5. What do you consider to be the most important aims and tasks for the next year?

These should be agreed upon between the staff members and Chief Officer.

(These should be reviewed each year when considering achievements in 2.)

6. What sort of training/experiences would benefit you in the next year?

7. Are there any other considerations that should be discussed as part of this appraisal process?

(Consider ICT equipment, flexible working arrangements, or whether any reasonable adjustments made to support a disability are still appropriate.

An annual review of workspaces and a workplace assessment will be completed as part of this process)



