



## APPRAISAL POLICY

### **Introduction**

Credition Town Council (CTC) is committed to the support and development of all staff in order that they can perform and reach full potential in their role.

CTC believes that an important part of this commitment involves having a clear appraisal process in place. The process will ensure good communication between employer, managers and employees as well as helping improve the quality of working relationships, staff's motivation, job satisfaction and personal development.

### **What are appraisals?**

ACAS (The Advisory, Conciliation and Arbitration Service) define an appraisal as *"an opportunity to take an overall view of work content, loads and volume, to look back on what has been achieved during the reporting period and agree objectives for the next."*

### **When do appraisals take place?**

The formal annual appraisal interview takes place in December however any exceptional performance or issues within an employee's role will be dealt with in the normal course of daily management.

### **Appraisal arrangements**

Two members of the HR Committee will undertake the appraisal interview of the Town Clerk.

The Town Clerk will undertake the appraisal interviews of all other staff.

Those nominated to undertake the interview must be open minded and have no existing issue with the staff member. In addition, those nominated must be suitably trained prior to the interview. In the event of the aforementioned criteria not being met, the Council Affairs & Finance committee will appoint an alternative representative.

Each staff member will be sent an invitation, along with a copy of the appraisal forms, to their interview five working days in advance.

The appraisal will take place in a location free from interruption and disturbance.

### **Appraisal process**

The appraisal interview will

- Compare job description to current role
- Review the action points and objectives from the previous appraisal
- Consider performance over the past year
- Look at training and development needs
- Set development actions points
- Set new SMART (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imebound) objectives
- Record the agreed action points and objectives.



A written record of the interview will be kept by completing the appraisal form.

The completed appraisal form will be signed by those nominated to carry out the interview and by the staff member.

If the staff member is dissatisfied with the appraisal, they should put their concerns in writing for consideration by the HR Committee.

### **Appraisal conclusion**

Once the appraisal interview has taken place, the outcome together with any action points, objectives and training requests will be reported to the HR Committee who will review the outcome and make any necessary recommendation to the Full Council.

The completed appraisal form will be placed on the staff members personnel file for future reference.



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