

SHAFTESBURY TOWN COUNCIL

*Delivering Excellence across the
Shaftesbury Community*

Performance and Development Review Policy

Date of Adoption: 15th November 2022
Review Date:



Managing People Policies

1. Introduction

Performance and Development Reviews covering all employees are delivered on an annual basis.

The purpose of the Performance and Development Review process is:

- to ensure that Shaftesbury Town Council has the right skills in the right place at the right time and to the required capacity to deliver services to agreed standards;
- to develop and support all employees to do their job well to deliver the Council's priorities for the benefit of customers and the community;
- to ensure that Shaftesbury Town Council delivers effective and efficient services;
- to maximise the capacity, resilience and flexibility of staff and resources to deliver the Council's key priorities;
- to develop and retain professional skills through further development of career pathways.

2. Policy

Appraisers must ensure that all processes are fair and equitable for all staff members and that they are applied in line with the Council's Equality and Diversity Policy and Guidance.

Formal disciplinary and grievance issues are not to be part of any performance and development review procedure and will be dealt with separately.

The electronic, audio or video recording by any device of performance and development review meetings will not be permitted.

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

- Have an annual face to face performance and development review 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.
- Will have an initial appraisal shortly after starting their employment or new post.
- Are made aware of any areas in their work which are not to the required standard.
- Receive recognition for their achievements.
- Identify their learning and development needs and aspirations in a development plan.
- Can identify skills and knowledge development needs.

New starters

All new employees will be set objectives in their initial performance and development appraisal. These objectives will be monitored over the first 6 months of their employment through the probation period.

Temporary and fixed term contracts

All employees on temporary and fixed term contracts will be set objectives and a development plan which will be reviewed through performance and development review meetings and which will be appropriate to the length of their employment. Where possible performance and development review meetings will be aligned to the normal appraisal year to ensure consistency with permanent employees.

Mitigating Circumstances

There may be occasions where an employee is unable to achieve an objective(s) they have been set due to issues outside of their control. Appraisers need to take this into consideration.

3. Performance and Development Reviews - Core Principles

General

- All employees will be given a performance and development review form to complete ten days prior to the review.
- All employees will take part in a formal annual performance and development review process.
- The Town Clerk will be appraised by a panel as resolved by council.
- All staff will be appraised by their Line Manager.

Objective setting

- Objectives set will be in line with the responsibility level and scope of work outlined in the staff member'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.
- Consistency of objectives set must be demonstrated.

Confidentiality

The appraisal document will remain confidential between the staff member, the appraiser(s) and the Town Clerk.

Support

Appraisers will ensure that they ask the appraisee if they need any additional support or equipment in order to perform their role effectively. This may be ICT equipment, flexible working arrangements or whether any reasonable adjustments are needed or are still appropriate, if already in place, to support a disability.

Outcome

Training requirements will be considered as part of the training programme which will be presented to Full Council for consideration.

Performance and Development Review Records

- A record of all performance and development review meetings will be kept in a secure location in accordance with GDPR guidelines.

4. Review

This document was approved and adopted by Full Council on 15th November 2022, Min no. FC106.

Policy reviews will be carried out annually or when there are changes to current legislation, whichever is the sooner.