

Stonehouse Town Council

Staff Supervision and Appraisal policy

1. Purpose and scope

The purpose of this policy is to explain how regular supervision and annual appraisals will be used as a two-way process to communicate and consult more effectively with staff, support them to do their jobs effectively, identify and address learning and development needs and manage performance.

This policy applies to all staff. This policy is non contractual.

2. Principles

Once a year, each member of staff will have an annual appraisal with their manager to discuss work performance and individual development. The objective of the meeting will be to review the previous year's achievements, discuss training and development needs and set objectives for the coming year.

The appraisal process should provide clear direction towards organisational objectives, so that each staff member is able to gain maximum job satisfaction and contribute towards the success of the organisation.

Performance appraisal is a continuous process and should not be limited to a formal review once a year. Continuous dialogue will take place throughout the year between the line manager and the employee through formal supervision as well as informal day-to-day discussions.

New staff who are still in their probationary period will not be part of the annual appraisal scheme, but will have a formal review at the end of the probationary period to establish progress against initial targets set and any further training needed.

A member of the HR Sub Committee, as mutually agreed with the Clerk, will be responsible for carrying out the appraisal of the Clerk.

3, Appraisal process

The manager and the staff member will jointly review the staff member's performance with a focus on celebrating achievements whilst learning from any challenges.

The focus when reviewing development needs for the previous 12 months will be on assessing the effectiveness of any training undertaken and knowledge gained, as well as looking at areas where development has not been achieved and exploring the reasons for this.

Setting objectives for the coming year is a collaborative process between the staff member and the manager. The number of objectives will vary from role to role but most roles will have between five and eight.

When looking at development needs for the coming year the staff member and manager will agree the most appropriate method of learning. Development could, for example, take the form of personal learning, self-study, teaming up with a colleague, an internal learning event or, if appropriate, formal training courses.

4. Appraisal forms

The Appraisal Record form and the Record of Development Needs form will form the basis of annual appraisals for paid staff. They must be completed as an accurate record of the discussion that takes place. All forms should be completed within two weeks of the appraisal meeting and must be kept confidential. A hard copy will be placed on the employee's personnel file, and the employee must also keep a copy for their records.

The Record of Development Needs will also be held electronically centrally so that the information from them can be used to develop the workforce training plan for the coming year.

5. Appraisal training

Prior to carrying out annual appraisals, the manager is responsible for ensuring that staff are familiar with the process and understand how they can participate fully in it.

The HR Sub Committee is responsible for ensuring that those carrying out staff appraisals have the necessary skills and knowledge to do so effectively.

6. Review of appraisals

The HR Sub Committee will review appraisals undertaken by the Clerk and discuss any issues/problems that have arisen with the Clerk.

The HR Sub Committee will report to the Business Committee on whether anything is emerging from the appraisals which will impact on the Council's Strategic Plan.

7. Supervision

The less formal, day-to-day management of staff members by their manager is also an essential element of the appraisal scheme. Supervision meetings between manager and staff member will take place regularly throughout the year usually on a monthly or 6-weekly basis. For the Clerk, this will be with a member of the HR Sub Committee as mutually agreed) and in addition to the briefing updates that take place with the Chair of the Council.

Notes from the supervision sessions will be made by the manager as a record of the discussion and be placed on personnel files.

The aim of supervision meetings is to:

- demonstrate an active interest in the performance of individuals;
- provide regular and timely feedback on good performance;
- attempt to resolve any performance issues by talking through the problem and explaining what improved performance looks like and how it can be achieved.
- Any problems with employee performance will be tackled using the Disciplinary Policy. Informal action should be taken to address minor cases of under performance before any formal disciplinary action is instigated.