



MILLOM TOWN COUNCIL - APPRAISAL POLICY

Revised and Adopted by Full Council on 25th September 2024

Revision Date: September 2027

It is the policy of Millom Town Council to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include steps to improve performance.

The main aim is to provide an improved channel for effective communication between the Town Council and its staff. This will help to provide an efficient service and a satisfactory working environment affording job satisfaction to all employees. Once an employee's probationary period is complete they must continue to have the opportunity to discuss their performance with their line manager or a Town Councillor. A full appraisal will take place annually ideally towards the end of the financial year so that objectives can be agreed in line with council objectives for the next 12 months.

Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all. Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which development needs are identified and planned.

Performance reviews will cover all aspects identified in their job descriptions and may focus on:

- Quality of work, accuracy and detail motivation and ability to work under pressure
- Dependability and timekeeping
- Job knowledge
- Understanding of safety issues
- Knowledge of the Council
- Work planning and the effective use of time
- Problem solving and decision-making
- Flexibility, adaptability, initiative and innovation
- Communication and interpersonal skills
- Teamwork and/or leadership
- Discretion
- Business development
- Achievement of objectives and targets

Once the appraisal process has been concluded the appraiser will provide a report to be placed on the employee's file and a copy produced for the HR/Finance Committee if a HR/Finance Committee forms part of the Council Committee Structure.

Appraisals will be undertaken by the following:

Town Clerk /RFO – Mayor or member of the HR/Finance Committee

All other employees – Town Clerk and one member of Town Council HR/Finance Committee

Signed:Chair Dated: