

# HAILSHAM TOWN COUNCIL

## STAFFING COMMITTEE

### AGENDA

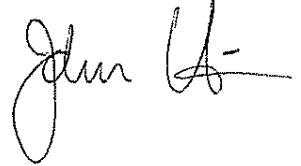
**NOTICE IS HEREBY GIVEN OF a meeting of the STAFFING COMMITTEE to be held at the Fleur-De-Lys Council Chamber, Market Street, Hailsham, BN27 2AE, on**

**Thursday 17<sup>th</sup> March 2021 at 7.00 p.m.**

1. **Public Forum**  
A period of not more than 15 minutes will be assigned for the purpose of permitting members of the public to address the committee or ask questions on matters relevant to responsibilities of this committee, at the discretion of the Chairman.
2. **Apologies for Absence**  
To receive apologies for absence of appointed members.
3. **Declarations of Interest**  
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
4. **Minutes of the previous meeting**  
To resolve that the minutes of the meeting held on 20<sup>th</sup> January 2022 are a true and accurate record and may be signed by the Chairman
5. **Appraisal Paperwork and Process**
6. **Confidential Business**  
To resolve that the next agenda items (7 to 10) are conducted under confidential business as they concerns: engagement, terms of service - in accordance with the Council's Standing Orders No 1E.
7. **Maintenance Operative**
8. **Post Office Hours and Pay**
9. **Policy RE Post-Covid returning hours for office staff**

To agree the council's Policy regarding returning hours for office staff

10. **Ongoing Staffing Issues**  
To discuss ongoing staffing issues.



JOHN HARRISON  
Town Clerk

**Committee Membership:**

Councillors;

G. Blake-Coggins  
A. Clarke  
N. Coltman  
P. Holbrook  
M. Laxton  
R. Newark  
K. Nicholls  
A.M. Ricketts

**Substitutes:**

Councillors:

B. Holbrook

# **Didcot Town Council**



**STAFF**

**APPRAISAL**

**SCHEME**

## **AIMS OF THE APPRAISAL SCHEME**

- ❑ **To encourage and improve communication between manager and staff by providing a formal annual opportunity for a confidential exchange of information about performance, progress and priorities.**
- ❑ **To achieve a clear understanding of what is expected of the job holder and an action plan where appropriate.**
- ❑ **To highlight problem areas and to identify and progress the means to eliminate these, to improve performance.**
- ❑ **To identify training and development where applicable and possible.**

**The scheme will not be used for grading selection or disciplinary purposes.**

## **HOW IS THE APPRAISAL CARRIED OUT?**

**The appraisal interview will be on a one to one basis. No other staff should be present.**

## **NOTICE OF APPRAISAL**

**You will be given at least 7 days notice of the appraisal interview.**

## **WHAT SHOULD I DO BEFORE MY APPRAISAL**

**To help evaluate your performance and consider the different performance elements or factors of your job.**

**Quantity of work**

**Quality of work**

**Job knowledge**

**Numeric skills**

**Communication**

**Dependability**

**Teamwork**

**Contact with public and colleagues**

**Work planning/organisation**

**Problem solving and decision making**

**Cost consciousness**

**Innovation/initiative**

**Leadership/motivation**

**Staff development**

**Make a note of any difficulties you have experienced and look at the most constructive way to overcome them.**

### **NOTE PERSONAL SKILLS OR INTERESTS**

**Consider any comments, questions or suggestions you may wish to make which have not been noted above.**

**Complete and return your appraisal form at least two days before the interview.**

### **WHAT WILL HAPPEN AT THE APPRAISAL INTERVIEW?**

**Stage 1                      Review of past performance. Discuss job description and agree any minor changes.**

**Stage 2                      Agree future key tasks. Discuss ways of improving customer service over the coming year.**

**Be specific. Listening is as important as talking. You and your appraiser should aim to share the talking equally. The atmosphere should be of openness and trust. Any criticism given by the appraiser or jobholder should be constructive.**

### **WHAT RECORDS WILL BE KEPT?**

**One completed form should be passed to the Town Clerk to see and sign. Records will be confidential and not placed on personal files nor used for disciplinary purposes or selection interviews.**

## **APPEAL PROCEDURE**

**If you are dissatisfied with the outcome of the appraisal interview you should discuss the matter with your supervisor to try and reach agreement.**

**If there is still a significant problem it should be discussed with the Town Clerk.**

**If the problem isn't resolved a written request should be made to the Personnel & Administration Committee for an appeal to be heard.**

**The Personnel and Administration Committee will be the final arbiter of the scheme.**

**WORK REVIEW**

**NAME:** .....

**POST TITLE:** .....

**APPRAISER:** .....

**DATE/TIME  
OF MEETING:** .....

**REVIEW PERIOD:**.....

1. **An opportunity to review job profile.  
Are there any changes you want to discuss?**

2. **What were your keys tasks in the past year?**



- 3. Were these key tasks completed satisfactorily in your view?**

**Comment on particular successes or difficulties involved.**

**Things you would have done differently?**

- 4. What do you consider should be your key tasks in the coming year?**

- 5. How can your work performance be developed and what training do you feel would be needed to assist in your key tasks?**

6. **Are there any other comments you would like to make that are relevant to your appraisal?**

**RECORD OF APPRAISAL INTERVIEW**

1. **Any agreed amendments to job description.**
2. **Summary of appraiser's work performance, attitude and conduct in relation to key tasks, service related objectives and response to unforeseen demands.  
(See page 2 of the Staff Appraisal Scheme).**

**Signatures**

**Staff member:** ..... **Date:**.....

**Appraiser:** ..... **Date:**.....

# **Bradley Stoke Town Council**

## **Amended Staff Appraisal Scheme**



### **1. AIMS OF THE APPRAISAL SCHEME**

- To encourage and improve communication between colleagues by providing a formal opportunity to discuss progress, priorities and training needs.
- To achieve a clear understanding of what is expected and required, and to prepare an action plan, or work programme, where appropriate.
- To identify training/development needs and aspirations.

The appraisal process is not used for directly addressing performance, job evaluation or disciplinary related matters.

### **2. HOW IS THE APPRAISAL CARRIED OUT?**

An appraisal meeting will be held on a one-to-one basis with your line manager; in respect of the Town Clerk, this will be the Chair of the Town Council.

### **3. NOTICE OF APPRAISAL**

At least 14 days notice, in advance of the appraisal meeting, will be given and a form forwarded for completion, along with a copy of your current job description.

### **4. WHAT SHOULD I DO BEFORE MY APPRAISAL**

4.1 Complete the form, giving consideration to:

- Knowledge of Duties
- Quality of Work
- Quantity of Work
- Relationships with Others
- Communication Skills
- Manual/Numeric/Operational Skills
- Supervision/Oversight of Staff
- IT Skills
- Managing Resources

4.2 Make a note of any difficulties you have experienced or concerns you have, so that a constructive way to overcome them can be considered.

4.3 Consider any comments, questions or suggestions you may wish to make and return your appraisal form at least five clear working days before you are due to meet with your line manager.

4.4 The following sections are to be completed by the appraisee before the interview:

Section 1 – Current Job & Overall Assessment of Objectives set at last year's appraisal

Section 2 – Detailed Assessment of Performance of Duties

Section 3 – Interests and Training Aspirations

Section 4 – Attendance and any specific factors affecting overall performance

Section 5 – Strengths and Weaknesses

## **5. WHAT WILL HAPPEN AT THE APPRAISAL INTERVIEW?**

- 5.1 Review of the past year, including an overall assessment of whether Key Objectives have been achieved from previous year's appraisal. Review of current Job Description and agreeing any minor changes if required.
- 5.2 Set Key Objectives for the forthcoming year and discuss if the way in which tasks are carried out can be improved.

Objectives need to be **SMART** – they need to be:

- Specific
- Measurable
- Achievable
- Relevant/Realistic
- Time related

- 5.3 It is important to be specific and to recognise that listening is just as important as talking. You and your appraiser should aim to share the talking equally. The atmosphere should be one of openness and trust. Any comments made by the appraiser or jobholder are to be constructive and should not be seen as criticism.
- 5.4 The following sections are completed at the interview, by the line manager:

Section 6 – New Key Objectives for the next year

Section 7 – Additional Comments/Interview Notes

## **6. WHAT RECORDS WILL BE KEPT?**

- 6.1 At the end of the interview, the appraiser will sign and date Section 8; the form will then be signed by the appraisee. (**Note:** Signing the form does not constitute formal agreement with the comments made by the line manager, merely that it is an accurate record of the meeting).
- 6.2 It is important that the Town Clerk/Chair of Town Council is aware of all issues raised so that those of concern can be addressed.
- 6.3 The original will be kept in your personal file, and will be used for the purpose of reviewing the past year, prioritising tasks and objectives for the forthcoming year and identifying training/development needs and opportunities. Staff will be supplied with a copy of the completed appraisal.

## **7. APPEAL PROCEDURE**

- 7.1 If you are not happy with the outcome of the appraisal, you should, in the first place, discuss the matter with your line manager to reach agreement.
- 7.2 If, following discussions, you feel your concerns have not been suitably resolved, then the matter should be discussed with the Town Clerk. In the case of those staff who report directly to the Town Clerk, the matter should be raised with the Chair of Council.
- 7.3 If the problem remains unresolved, staff must appeal in writing to the Chair of the Council, requesting for an appeal to be heard by the Bradley Stoke Town Council Staffing Committee (consisting of the Chairs of Committees), which is the final arbiter of the scheme.
- 7.4 Staff wishing to appeal against the appraisal must submit a request to their line manager within 10 working days of receipt of their copy of the form. They are, at the same time, also to inform the Town Clerk or Chair of Council (as applicable) that they are appealing.

BRADLEY STOKE TOWN COUNCIL  
**ANNUAL STAFF APPRAISAL FORM**



NAME OF EMPLOYEE  POST HELD  DATE OF APPOINTMENT  REPORT FOR PERIOD	
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**SECTION 1**

<p>Current Job</p> <p>Purpose of Job</p> <p>Main duties (in line with job description)</p>
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<b>Overall Assessment</b>	<b>Not Met</b>	<b>Part Met</b>	<b>Met</b>
Have the three Key Objectives set at previous year's Appraisal been met			

<p>Details of any additional duties or special projects undertaken during the period which are not generally included within the above details and which should be considered (where applicable).</p>
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## SECTION 2

### DETAILED ASSESSMENT OF PERFORMANCE OF DUTIES

- A Consistently above the acceptable standard of the grade
- B Achieves the acceptable standard of the grade and above the acceptable standard in some areas.
- C Achieves the acceptable standard of the grade. Meets all the requirements of the job
- D Not quite up to an acceptable standard, shows some general weaknesses
- E Consistently below the acceptable standard

**Please complete the items below (where applicable) giving yourself a performance marking from the options above. Write any short comments in the boxes below each item**

1 Knowledge of Duties	A	B	C	D	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Quality of Work	A	B	C	D	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 Quantity of Work	A	B	C	D	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 Relations With Others	A	B	C	D	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 Communication Skills	A	B	C	D	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6 Manual/Numeric/Operational skills	A	B	C	D	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7 Supervision/Oversight of Staff

A B C D E

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8 IT Skills

A B C D E

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9 Managing Resources

A B C D E

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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10 Timekeeping

A B C D E

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### **SECTION 3**

Interests and training aspirations

### **SECTION 4**

Attendance and any other specific factors affecting overall performance

### **SECTION 5**

Strengths

Weaknesses

## **SECTION 6**

<b>Key Objectives</b>	<b>Targets</b>	<b>Timescale</b>	<b>Comments</b>

## **SECTION 7**

ADDITIONAL COMMENTS/ INTERVIEW NOTES
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## **SECTION 8**

<b>Signature of Appraising Manager</b>	
Date:	
<b>Signature of Appraisee:</b> I have been offered the facility to see this report and I agree that the above is an accurate record of the views exchanged in the appraisal interview	
Date:	





# Falmouth Town Council

## Corporate Appraisal Scheme

Date of appraisal meeting: \_\_\_\_\_

Venue \_\_\_\_\_

Name \_\_\_\_\_

Job \_\_\_\_\_

Manager \_\_\_\_\_

Falmouth Town Council is a very successful organisation. The Corporate Appraisal Scheme is vital to our continued success. All staff are equally important, so we have a single scheme with one set of paperwork. We all need to know how we are doing in our jobs and to understand how our work makes a difference to the people of the town.

### **So why do we have appraisal?**

- so you and your work for Falmouth Town Council can be valued and appreciated
- so we can find out what training you need to do your job well. This will improve our performance and help us to deliver better services
- so you can tell us what services you think people need and want
- so we keep pace with the changes coming from central Government and the demands of local communities

Our Appraisal Scheme is a two-way process which means that both you and your manager contribute. It is about:

- Receiving feedback on how well you did your job last year.
- Making the link between your job and the service that we provide to the people of Falmouth.
- Identifying the skills and knowledge you need to do your job.
- Giving you clear objectives and targets for the coming year so you are clear what your manager expects from you.
- Identifying the training and learning you need to do your job.
- Talking about what your next job might be.

### **How does the scheme work?**

- You sit down with your line manager or supervisor once a year to talk about your performance, targets, training and future jobs. This will be in March
- This will be written down and you will be given a copy
- Your manager will sit down and review your progress with you after six months. This will be in September.
- If you are new to your job you will have an appraisal as soon as you start.
- If you move jobs within the Town Council you will have an appraisal when you start the new job, using your last appraisal as a starting point.

### **CONFIDENTIALITY**

The conversation between you and your line manager during the interview is private. However, parts of the completed form will be made available but only to help in collating and meeting your learning needs. Confidential information should therefore not be recorded on the form.

### **APPEALS PROCESS**

The Town Clerk will countersign your form. This will help to ensure consistency across the Council. If you feel aggrieved with any part of the process, speak to your line manager in the first instance. If you remain dissatisfied raise this with the Town Clerk. Every effort will be made to resolve difference.

## **1. PREPARATION**

In preparation of your appraisal, read through this form and the guidance notes, then use this space to note down anything that you wish to talk about.

## **2. WORKING FOR FALMOUTH TOWN COUNCIL**

Your opportunity to consider the importance of your job and how it fits in with your colleagues and the Council.

## **3. ANNUAL REVIEW OF TARGETS SET**

What have you achieved?

How well do you think you have achieved it?

## **4. TARGETS FOR NEXT YEAR**

Agree Targets to be Achieved	Date set for completion	Planned outcome

## **5. ANNUAL REVIEW OF DEVELOPMENT**

What have you learnt and how have you improved the way you do your job and what do you think could be done to improve it?

**6. DEVELOPMENT PLAN**

What I need to learn	What help will I need?	Date set for completion

**7. CAREER PLAN**

If you have a career ambition, discuss how you would like to achieve it.

**8. COMMENTS**

Your opportunity to discuss anything not already raised and to comment on your appraisal

- a) Your comments
  
  
  
  
  
  
  
  
  
  
- b) Your manager's comments

**9. SIGNATURES**

Signed (you) \_\_\_\_\_ Date \_\_\_\_\_

Signed (your manager) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Town Clerk) \_\_\_\_\_ Date \_\_\_\_\_

**SIX OR 9 MONTH APPRAISAL REVIEW AT THE DISCRETION OF SERVICE MANAGER**

**SIX OR NINE MONTH REVIEW OF TARGETS**

What you have achieved and how well you have achieved it.

**SIX OR NINE MONTH REVIEW OF DEVELOPMENT**

What you have learnt – and how you have improved the way you do your job

Date of meeting \_\_\_\_\_ Venue \_\_\_\_\_