



**Date:** 10 July 2017

**Title:** Employee Appraisal Procedure

**Purpose of the Report:** To update Committee on employee appraisals.

**Contact Officer:** Sarah Sandiford, Head of Democratic and Central Services

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|-------------------------------------|---|---|
| <b>Corporate Objective/s</b>        | <b>LLTC Three Year Plan – Aim 1</b> (to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council). |   |
| <b>Implications:</b>                |   |   |
| <b>Financial</b>                    | X   |   |
| <b>Human Resources</b>              | √   | 2017 appraisals to take place July-September. |
| <b>Operational/Service delivery</b> | X   |   |
| <b>Risk/Health and Safety</b>       | X   |   |

**1. RECOMMENDATION/S**

Should members be minded, the proposals are:

- 1.1 To note the report.
- 1.2 That the Personnel Sub Committee appoints a panel of three Members to undertake the Town Clerk's appraisal.

**2. BACKGROUND**

- 2.1 Further to the appointment of Luton Borough Council as its provider of Human Resources support, the Town Council reviewed a number of policies and procedures relating to staff, including an employee appraisal procedure.
- 2.2 Along with several other policies, the employee appraisal procedure was formally adopted in June 2015.
- 2.3 Following the adoption of the new procedure, a set of Core Competencies was developed. Six Core Competencies apply to all employees, with a further four

applicable to supervisors/line managers and a total of fourteen applicable to senior managers.

- 2.4 During the first round of appraisals under the new system, in Spring/summer 2016, employees were appraised on the past twelve months and given objectives for the next year. The Core Competencies were introduced and discussed, but no score was given, to allow time for the new framework to become embedded.

### **3. UPDATE**

- 3.1 On 21 June 2017, a number of training sessions took place on the appraisal procedure. For employees and managers alike, the focus was on preparing for the appraisal meeting and being able to demonstrate evidence of performance over the last twelve months and meeting core competencies.

- 3.2 Beyond the evaluation of performance, it is hoped that all employees will consider the appraisal meeting to be an opportunity for constructive dialogue with their line manager, to consider training or support needs and to establish objectives which are in line with the overall Town Council objectives.

- 3.3 It is anticipated that appraisals for all permanent members of staff (excepting any on fixed term contracts or still in their probationary period) will take place between July-September 2017.

- 3.4 As this will be the second year of the new system, employees will now receive a grading on their appraisal, based on the following:

- 1 = Exceptional
- 2 = Highly effective
- 3 = Performing Well
- 4 = Needs Improvement
- 5 = Underperforming

- 3.5 For any employees scoring an overall rating of 4 or 5, a Performance Improvement Plan will be implemented, as set out in the appraisal procedure.

- 3.6 It is anticipated that following completion of employee appraisals, a panel of at least three Councillors will undertake the annual appraisal for the Town Clerk.

**End.**