

Northstowe Town Council - ANNUAL PERFORMANCE REVIEW Form

CONFIDENTIAL when completed

Name	
Position	
Date of Appraisal	
Period Covered	

General

The Council's Staff Appraisal process is designed to promote both the development needs of the Council and that of staff, reviewing their past priorities and achievements.

In addition it allows staff to consider challenges and obstacles to success, and to identify and discuss ways of removing those.

To the post holder

- Please review your objectives as agreed for the year and the current job description, and comment on the achievements you feel you have made during the year, and any problems that have occurred or challenges you may have faced.
- Note any significant departures from the job description as written and why these have occurred, together with any impact that these had on addressing your priorities.
- Indicate where you feel that there are opportunity areas for developing your role with an explanation of the benefits to the Council as well as likely costs.
- Where you can identify either a resource, support or knowledge-based issue as reasons for not achieving your priorities, please explain. The Council can then best consider how to offer the support that may be needed, or restructure the job, where relevant.

To the Appraiser/ Line Manager

- Consider carefully what has been written by the member of staff and be prepared to explore fully any issues that have been raised, as well as those you may wish to raise independently.
- Give adequate time for discussion.

Section 1 To be completed by the post holder.

Write down the most relevant aspects of your job description and note what the objectives and priorities were for the year; how did it go?

Job description - Accountability	Related Objectives and Priorities	What did you achieve?	What challenges did you face?

Consider your role.

- **Do you feel that the job description adequately describes the job? What would you add or remove?**
- **Do you understand how your role contributes to meeting the Council's overall objectives?**
- **What do you believe your objectives and priorities should be for the coming year?**
- **What support (e.g. training) do you feel you need to achieve them?**

Section 2 To be completed by the Appraiser/ Line Manager

Consider what the employee has written in Section 1 and make your own comments. Concentrate on areas where difficulties have been raised, or where there is a specific wish to receive support.

The objectives should cover key aspects of the post holder's job. They should have direct relevance to the Council's current and next year's aims and objectives.

Comment here on the overall performance.

- **How did it go from the Council's viewpoint?**
- **Do you agree with the assessment of achievements and problems?**
- **Are there any other areas which you would like to discuss?**

- **Do you agree with the proposed list of Objectives and Priorities?**
- **Are there any which you believe should be added or removed?**

Conclusion

1. The post holder has **performed** (please highlight in **bold** as appropriate):
 - Above expectations;
 - As expected;
 - Below expectations.

Please expand on your conclusion if not already detailed in above table:

2. Would the above merit a one **spine point wage increase**?
Yes/no – plus explain:

Section 3 To be completed by the line manager and post holder following the review meeting

1) We have reviewed the year and agreed a set of objectives and priorities for the coming year.
These *are / are not* attached.

2) We have / have not revised the job description.
A revised job description *is / is not* attached.

3) We *have / have not* agreed a plan of other development actions including training – if relevant, please fill in below table:

ACTIONS Agreed: • • •

Signature of Post Holder	
Signature(s) of Appraiser(s)	
Date	