



Employee Review Policy & Procedure

Ilfracombe Town Council

1 Our Policy

Ilfracombe Town Council wants employees to perform their work to the highest possible standard they are able to achieve personally, in a positive working environment. Therefore, the Council expects Line Managers to regularly review employees' progress and performance at work to celebrate successes, identify areas that need improving and discuss employees' general wellbeing. As part of this process, formally bi-annually, every employee is reviewed on their performance in the past six months and plan for the year ahead. The Town Clerk and the Programme Manager will be reviewed bi-annually by the Chair of the Staffing Committee.

2 Introduction

Managing employees' performance is a continual process. It involves making sure that the performance of employees contributes to the goals of their teams and the organisation as a whole. The aim is to continuously improve the performance of individuals and that of the organisation.

Individuals will bring skills and competencies to a job role when they are recruited. These skills and competencies need to be continuously developed and renewed if employees are to consistently meet their own objectives and those of the organisation.

The aim of this Employee Review Policy and Procedure is to enable managers to formally meet with employees on a bi-annual basis to review personal objectives, discuss performance and development needs, celebrate achievements and offer constructive feedback where performance improvement is required. In addition to this process, employees will have regular one to one meetings with their line manager.

3 The Review

Employees will be asked to complete a stress risk assessment prior to the review which will be reviewed by the Chair of Staffing at a later date. Line Managers will meet with their employees on a bi-annual basis to discuss individual performance and development. The discussion will include such things as:

- What has gone well during the past six months?
- How well have objectives been met?
- How well have key tasks been delivered?
- How achievements may be built on?
- Any concerns
- What could be done better?
- What training and development is required and future objectives

4 The Review Form

The review form will be completed by the manager as a record of the meeting and kept on the employee's personal file.

Policy reviewed: 14/2/22

Adopted: 14/04/2020

Next review: 14/2/24



Employee Review Form

Ilfracombe Town Council

Name:	
Job Title:	
Review Date:	
Reviewer:	

What do you see yourself as doing / having done in the past six months, including a review of the last six month's key tasks, projects and work?

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What went well?

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What areas caused you difficulties and why?

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Do you have any improvement ideas for the way you do your job or for improving the Town Council overall?

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Key tasks for the next six months:

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Is there any equipment, training or changes to working practices including any health & safety, equalities or personal issues that would help you to develop and achieve your key tasks?

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Training / Development Needs

Use this section to make notes of any training or development needs the jobholder has and how these will be met

Training/development need	How will this be met?	Date for completion or review

Action points for employee:

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Action points for employer:

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Jobholder's comments:

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Signature:

Date:

Line manager's comments:

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Signature:

Date:

Stress Indicator Tool

A stress risk assessment is a step by step approach designed to identify what is contributing to an individual's stress in the work environment. The questionnaire below has been developed by the Health and Safety Executive and is based on research, identifying a number of potential stressors in a workplace.

These outcomes should be used as part of a further discussion with the employee's line manager (or Town Clerk if appropriate) and contribute to the completion of a stress action plan, addressing the issues raised.

All information will otherwise be treated as confidential.

Please write clearly and check all boxes below are completed.

Name of employee:	
Job Title:	
Workplace:	
Contact email:	
Contact telephone no.:	
Name of manager:	
Contact email of manager:	
Date of completion:	

Please note, additional notes or comments cannot be incorporated in to the results.

Any unanswered questions will be completed as 'sometimes' or 'neutral' as appropriate.

Instructions: It is recognised that working conditions affect worker well-being. Your responses to the questions below will help us determine our working conditions now, and enable us to monitor future improvements. In order for us to compare the current situation with past or future situations, it is important that your responses reflect your work in the last six months.

	Never	Seldom	Sometimes	Often	Always
I am clear what is expected of me at work					
I can decide when to take a break					
Different groups at work demand things from me that are hard to combine					
I know how to go about getting my job done					
I am subject to personal harassment in the form of unkind words or behaviour					
I have unachievable deadlines					
If work gets difficult, my colleagues will help me					
I am given supportive feedback on the work I do					
I have to work very intensively					
I have a say in my own work speed					
I am clear what my duties and responsibilities are					
I have to neglect some tasks because I have too much to do					
I am clear about the goals and objectives for my department					
There is friction or anger between colleagues					
I have a choice in deciding how I do my work					
I am unable to take sufficient breaks					
I understand how my work fits into the overall aim of the organisation					
I am pressured to work long hours					
I have a choice in deciding what I do at work					
I have to work very fast					
I am subject to bullying at work					

I have unrealistic time pressures					
I can rely on my line manager to help me out with a work problem					
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I get help and support I need from colleagues					
I have some say over the way I work					
I have sufficient opportunities to question managers about change at work					
I receive the respect at work I deserve from my colleagues					
Staff are always consulted about change at work					
I can talk to my line manager about something that has upset or annoyed me about work					
My working time can be flexible					
My colleagues are willing to listen to my work-related problems					
When changes are made at work, I am clear how they will work out in practice					
I am supported through emotionally demanding work					
Relationships at work are strained					
My line manager encourages me at work					

Thank you for completing this questionnaire.