

**Brixham Town Council  
STAFF ANNUAL appraisal  
Confidential when complete**

**Name** .....

**Position** .....

**Date** .....

**General**

The council's Annual Review is designed to promote both the development needs of the Council and your own in the context of reviewing your past priorities and achievements. In addition, it allows you to consider obstacles to success and helps you to find ways of removing them.

**The Objectives for the Scheme are:**

- To enhance the quality of service delivery and overall development of the Council through encouraging each person to achieve the mutually agreed priorities;
- To identify and provide the support that enables everyone to achieve those priorities and at the same time gain satisfaction in the work.

**To the post holder**

Please review your current job description and objectives and comment on the achievements you feel you have made this year and the problems that have occurred. Note any significant departures from the job description as written and why this has occurred together with any impact that it has had on attainment of your priorities.

Indicate where you feel that there are opportunity areas for developing your job and role with an explanation of the benefits to the Council as well as likely costs.

Where you identify either a resource, support or knowledge-base issue as producing reasons for not achieving your priorities, be quite open and honest. In that way the Council can best consider how to offer the support that may be needed, or restructure the job.

**To the Appraiser/ Line Manager**

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

**Section 1: Employee to Complete this Section**

*(Use your job description and previously agreed objectives to complete this section of the form. Please review your job description to ensure continued relevance)*

**Name:** .....

**Position:** .....

**Date Appointed to Current Job:** .....

<b>1. Performance Over the Review Year</b>
1.1 How would you describe your overall performance in the past twelve months?
1.2 Which parts of your job have you performed most effectively?
1.3 Which parts of your job have not gone so well?
1.4 State any part of your job description that you are not doing.
1.5 State any areas of work which are not in your job description.

<b>2. Your Skills and Expertise</b>
2.1 What are your key strengths in your job?
2.2 What additional skills and expertise have you gained over the period?
2.3 Do you possess skills and strengths not fully used in your job?
<b>3. Development Needs</b>
3.1 What parts of your job do you find most difficult and why do you find them difficult?
3.2 Has a lack of a particular experience or skill affected your performance?
3.3 What additional training have you undertaken during the review period?
3.4 How effective has this training been?

3.5 What additional training or experience would now be of benefit to help you achieve future targets/objectives?

--

**Objective/Target Setting**

*(Use your job description and any Council's aims and objectives to consider what you intend to achieve next year)*

3.6 What potential individual objectives/targets do you want to discuss with your appraiser?

--

3.5 What potential objectives/targets have high priority?

--

3.6 Describe any particular help and/or support you feel you need to achieve your objectives/targets.

--

**Section 2: Appraiser to Complete This Section**

**Name:** .....

**Date of Appraisal:** .....

**Period Covered From:** ..... **To:** .....

*Consider what the employee has written in Section 1 and make comments in this section (**Section 2**). When you have completed the appraisal interview and agreed objectives, training and development plans the overall summary and plans for the following year should be summarised in **Section 3**. You should obtain the employee's comments and signature in **Section 4** and give the employee a copy of the full document for their records.*

**1. Agreed Objectives**

*(although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives).*

<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	

<b>2. Comments</b>
2.1 Comment on identified main achievements ( <i>add anything else that was done particularly well</i> )
2.2 Comment on work or anything else which has not gone well
2.3 Comment on any tasks that should no longer be in the job description and any that should be included
2.4 Give your overall assessment of the employee's performance during the last twelve months (include strengths, weaknesses and any constraints to their work and the outcome of specific agreed objectives).

**Section 3: Future Plans**

*(this section provides an opportunity to record objectives for the coming year, agree training/development plans)*

**1. Agreed Objectives**

*(although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives.)*

1.	
2.	
3.	
4.	
5.	

<b>3. Training/Development actions</b>

**Section 4: Employee Comments**

*(This section provides space for the employee to comment on the completed form and the appraisal process)*

**Signature of Appraisee** .....

**Signature(s) of Appraiser(s)** .....

**Date** .....