



Performance Management Policy

Newmarket Constitution

This Policy was adopted by Council on 26th October 2020

Document type and number: Governance Appendix 15	
Review History	
Adopted	26 October 2020
Date of next review	May 2021

Table of Contents

Table of Contents

1. Policy Statement	3
2. Scheme Objectives.....	3
3. The Scheme.....	3
4. Roles and Expectations	4

1. Policy Statement

The purpose of this policy is to provide performance management and review procedures for all Council employees. This policy is non-contractual and may be changed or varied by the Town Council, as it sees fit.

2. Scheme Objectives

To ensure that Council's vision, values and objectives are integrated into performance management procedures and incorporated into personal objective setting, learning and development requirements.

To acknowledge and build on the employee's strengths and achievements, provide opportunity for growth and development and identify any areas for improvement.

To implement a year-round policy with scheduled reviews and follow-up, culminating in the annual performance management meeting.

To ensure that all appraisal processes are fair and equitable for all staff members and are applied in line with the Council's Equal Opportunities Policy.

3. The Scheme

This policy aims to create a performance management framework to ensure that all employees:

- have an annual appraisal meeting to discuss performance over the year and identify objectives for the year ahead;
- know what is expected, in terms of standards of performance;
- know what is required in order to do their job effectively;
- have the knowledge, skills and training needed to be able to carry out the role;
- receive recognition for achievements;
- receive feedback on a regular basis which aims to improve and develop performance;
- identify areas where improvement is needed and consider how this can be achieved;
- be set appropriate objectives to achieve over the following year, to include identification of any skills and knowledge development needs against the Council's core and planned activities;
- review the job description for the role and draw up draft amendments;
- consider where performance has been affected by any issues such as sickness absence or other reason;
- identify learning and development needs; and where possible plan career development.

4. Roles and Expectations

Performance Management reviews will be undertaken as follows.

For employees (other than the Town Clerk)

- an annual review in February/March - undertaken by the Town Clerk¹ and Chair of Human Resources Committee (or in their absence the Mayor)
- two interim reviews per year (in June and October) – undertaken by the Town Clerk and Chair of Human Resources Committee (or in their absence the Mayor)
- informal reviews – undertaken by the line manager

In the case of the Town Clerk

- annual review in February – undertaken by Chair of Human Resources Committee and the Mayor (or in their absence the Vice Chair)
- two interim reviews per year (in June and October) – undertaken by Chair of Human Resources Committee
- informal reviews – undertaken by Chair of Human Resources Committee

The Town Clerk's review, will be the first to be undertaken.

The Town Clerk is expected to:

- arrange annual, interim and informal review meetings;
- issue in good time any forms for completion;
- maintain records of discussions, objectives and actions.

The employee (including the Town Clerk) is expected to:

- complete relevant parts of review forms prior to any meeting and submit on time to the line manager;
- prepare for and participate fully in the review meeting;
- take responsibility for following through agreed objectives;
- be ready to report progress at subsequent meetings (annual and interim), to include giving updates on any difficulties or obstacles that have arisen and explore with the line manager, means of overcoming these;
- sign and return review forms to the line manager.

The Human Resources Committee is expected to ensure that:

- identified training needs are met;
- for all staff, the Performance Management process is followed and timings adhered to.

¹ Or nominated deputy.