

**Sevenoaks Town Council / Stag Community Arts Centre
Personal Development Plans (Appraisal) Procedures**

- i) Standard corporate forms should be used
- ii) A minimum of one weeks notice should be given for the appraisal
- iii) Original objectives which are to be reviewed should have been set at a meeting prior to the appraisal. At the meeting new objectives can be discussed and agreed.
- iv) Form should be circulated prior to the meeting, completed (section A) by the person being appraised and returned to the line manager (appraisee) to review prior to the meeting commencing.
- v) Objectives should be:
 - S**pecific – clearly defined actions and outcomes
 - M**easurable – Objectively measurable results
 - A**chievable – Challenging but attainable
 - R**elevant – Linked to organizational needs and personal development
 - T**ime-Bound – Agreed date of completion
- vi) Training requirements identified should be forwarded either to Deputy Town Clerk (Sevenoaks Town Council) or Finance Manager (Stag Community Arts Centre)
- vii) A review of the job specification should be incorporated into the appraisal
- viii) The appraisal must **not** be linked to pay increase / discussions
- ix) Completed appraisals should be kept in secure and private locations.
- x) A copy of the appraisal must be provided for the appropriate personnel file.
- xi) The employee being appraised must be provided with their own copy of the completed appraisal for their own records.