

Sevenoaks Town Council
Personal Development Plans (Appraisals) Procedure

1. Standard STC corporate forms should be used.
2. A minimum of one week's notice should be given for the appraisal.
3. Original objectives which are to be reviewed should have been set at the previous meeting.
4. At the meeting new objectives can be discussed and added.
5. The form should be circulated prior to the meeting, completed section A by the person being appraised and returned to the line manager, the appraisee to review prior to the meeting commencing.
6. Training requirements identified should be forwarded to the Deputy Town Clerk.
7. A review of the job specification should be incorporated in the appraisal.
8. The appraisal must not be linked to pay increase / discussions.
9. Completed appraisals should be kept in a secure and private location.
10. A copy of the appraisal must be signed and provided for the appropriate personnel file.
11. The employee being appraised must be provided with their own copy of the completed appraisal for their own records.