

Sevenoaks Town Council
Personal Development Plans (Appraisal) Procedures

- i) Personal Development Plans ideally should take place no longer than six months apart.
- ii) Standard corporate forms should be used
- iii) A minimum of one week's notice should be given for the Personal Development Plan appraisal
- iv) Original objectives which are to be reviewed should have been set at a meeting prior to the Personal Development Plan appraisal. At the meeting new objectives can be discussed and agreed.
- v) 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.
- vi) Training requirements identified should be forwarded to the Town Clerk.
- vii) A review of the job specification should be incorporated into the Personal Development Plan
- viii) The Personal Development Plan must **not** be linked to pay increase / discussions
- ix) Completed Personal Development Plans should be kept in secure and private locations.
- x) A copy of the Personal Development Plan must be provided for the appropriate personnel file.
- xi) The employee being appraised must be provided with their own copy of the completed Personal Development Plan for their own records.
- xii) During the Personal Development Plan process consideration will be given to STC's Behavioral Expectations as attached.

Investor in People (IIP) Values & Behaviours

The information below has been compiled via a consultation process with all staff.

Core Value	Behaviours expected
POSITIVITY	<p>Embracing and understanding change – open to new ideas.</p> <p>Listening to suggestions</p> <p>Pulling together as a team to support each other, encouraging colleagues</p> <p>Being Enthusiastic rather than negative.</p> <p>Working for local council can sometimes be a challenge – working with and for the public – it goes with the territory. But maintaining a positive outlook is essential for the image of the council as a whole and for one’s personal wellbeing.</p>
QUALITY	<p>Producing good accurate work</p> <p>Maintaining Standards, aiming for excellence</p> <p>Attention to detail resulting in quality outcomes</p> <p>Giving your best through commitment to your work.</p>
PROACTIVITY	<p>Thinking about what we do and why we do it.</p> <p>Looking for ways to improve processes</p> <p>Using my Initiative to provide a better public service</p> <p>Going the extra mile in achieving Council’s goals</p> <p>Looking for ways to improve my approach to work.</p> <p>Seeking guidance from my manager when necessary.</p>
ACCOUNTABILITY	<p>Knowing and taking on responsibilities, being accountable for my work</p> <p>Thinking through and taking ownership of actions</p> <p>Owning, admitting and learning from errors if they happen with support from my manager.</p>