



South Northamptonshire Council



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Joint Chief Executive (Name):	
Joint Appraisal Sub Committee Chairman (Name):	
Independent Facilitator (Name)	
Date of Appraisal:	Date of Mid-year Review:

Part A – Looking Back	
Review of performance against the specific objectives/targets set for the previous year. Please use the assessment of:-	
FA: <i>Fully achieved</i> PA: <i>Partially Achieved</i> NA: <i>Not achieved</i>	Assessment and Comment
1)	
2)	
3)	
4)	
5)	
6)	

Review in relation to performance against indicators for previous year.	
Please use assessment of:	
1 = Performs poorly 2 = Performs satisfactorily 3 = Performs well 4 = Performs exceptionally	Assessment & brief comment
Communicating with others <ul style="list-style-type: none"> ○ Regularly communicates with members, colleagues and external partners effectively ○ Allows others to contribute to discussions ○ Can communicate at an appropriate level for the role ○ Respects colleagues, members and external partners and treats them with dignity and fairness 	
Customer Focus <ul style="list-style-type: none"> ○ Regularly responds positively to customers and the public ○ Is proactive in ensuring customers' needs are met ○ Calmly deals with negative customer reactions 	
Health & Safety <ul style="list-style-type: none"> ○ Always uses safe working practices ○ Looks out for and reacts to people not complying to H&S 	
Team Working <ul style="list-style-type: none"> ○ Contributes positively to team working ○ Completes their role fully and effectively ○ Always supports everyone in the team 	
Innovation & Problem Solving <ul style="list-style-type: none"> ○ Brings problems and issues to the attention of key stakeholders when appropriate ○ Makes suggestions to improve the team performance ○ Accepts responsibility at the appropriate level ○ Offers solutions to identified problems using creativity and innovation 	
Technical Expertise <ul style="list-style-type: none"> ○ Clearly demonstrates possession of appropriate level of specialist knowledge ○ Provides the right level of specialist skills ○ IT skills – able to use the tools to get the job done 	
Supervisory Skills <ul style="list-style-type: none"> ○ Completes appraisal process honestly focusing on developing performance ○ Holds regular 1 2 1 meetings ○ Deals with poor performance and inappropriate behaviour ○ Acts as a role model ○ Actively engages with employees to promote performance development 	

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1 = Performs poorly 2 = Performs satisfactorily 3 = Performs well 4 = Performs exceptionally	Assessment & brief comment
Managing Change <ul style="list-style-type: none"> ○ Is positive and supportive of change ○ Uses the skills and abilities of the team effectively ○ Is pro-active in managing change, taking the team and key stakeholders with them ○ Considers all options and make good decisions 	
Leadership & management <ul style="list-style-type: none"> ○ Sets a clear example and acts as a role model ○ Delegates and uses people in the team ○ Manages people effectively ○ Demonstrates an open-minded approach, encourages innovation & creativity ○ Has the respect and credibility of the team they lead/manage ○ Recognises achievement and success 	
What have been the notable achievements?	
What has been difficult to achieve or problematic and why?	
What training/development needs have been identified?	

What training/personal development has been completed and how did this help achieve the objectives?

Has the individual settled into the role contributing comfortably and effectively in all aspects?
Has the individual contributed towards the effective achievement of the joint management team's overarching objectives?
Has the individual contributed readily and positively across both councils?
Has the individual demonstrated leadership and been a positive ideal role model for both councils, internally and externally?

Has the individual behaved in a 'corporate' and 'strategic' manner?
Has the individual effectively shared their time, effort and output equally across both councils?

For use at Joint Management Team level
Individual dimension
Has the individual delivered the corporate objectives for which they are responsible?
Has the corporate plan and improvement strategy been largely delivered (Not applicable for first appraisal)?
Has the individual demonstrated leadership and corporate & strategic direction when required?
Has the original personal development plan (attached) been largely delivered?

Has the individual embraced the geographic area of responsibility role and how has this been demonstrated?

General assessment and comment

Part B – Looking Forward	
Is the JD up to date for this role? Yes <input type="checkbox"/> No <input type="checkbox"/> (if no what action is being taken to update it & timescale)	
What are the specific objectives/targets for the coming year?	How will success be measured & what is the timeline?
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	

Part C - Personal development to enable objectives to be met/personal development	
Describe the development activity required and how it will be provided	Who is responsible and when is it anticipated to be completed
Part D Sign Off	
I have discussed this with the Joint Appraisal Sub Committee and wish to make the following comments:	
Signed Joint Chief Executive	:
Date	

I have read this appraisal and agree with the content/make the following comment:

Signed Chairman of Joint Appraisal Sub Committee:

Date: