

## LANDFORD PARISH COUNCIL STANDARD OPERATING PROCEDURE

<b>TITLE</b>	Setting and Reviewing Personal Objectives Procedure
<b>NUMBER</b>	HR 2
<b>DATE EFFECTIVE</b>	March 2019
<b>DATE LAST REVISED</b>	June 2024
<b>DATE OF MEETING</b>	10 <sup>th</sup> July 2024

### 1. INTRODUCTION

Landford Parish Council (“the Council”) is committed to supporting its employees to reach their potential and achieve their personal goals which, in turn, will assist the organisation to achieve its objectives.

The setting and review of personal goals for staff plays a key role in ensuring that employee’s objectives are aligned with that of the Council and to support the personal development of the employee.

Personal objectives set during an employee’s probationary period will be reviewed at the end of it by means of an appraisal (see SOP HR 1 – Appraisal Procedure). Following successful completion of the probationary period, personal objectives will be set for the following year and should be reviewed on a regular basis by both parties. Should the need arise, the objectives may be updated by mutual agreement between the employee and the HR Group. There will be a review of the objectives set during the previous year during the employee’s annual appraisal (see SOP HR 1 – Appraisal Procedure).

### 2. CORE PRINCIPLES

- The setting of personal objectives is a two-way communication exercise to ensure that both the needs of the individual, and of the organisation are being met;
- All employees are required to participate in the objective setting process;
- The employee’s goals may include objectives relating to the individual’s development needs.

### **3. SETTING OBJECTIVES**

An objective describes what an employee or organisation is hoping to achieve. Objectives are 'SMART' if they are specific, measurable, achievable, realistic and time bound. Objectives will be recorded in the "Personal Objectives Form" (Appendix 1).

#### **3.1 Specific**

Objectives should be specific and describe the desired result so it is detailed, focused and well defined. Objectives should describe a specific behaviour, achievement or outcome, and use action-orientated verbs (e.g. analyse, apply, change, create, determine, identify, perform) to describe actions needed to fulfil objectives.

#### **3.2 Measurable**

Measurement enables both parties to know that the objective has been achieved because evidence is derived from a system, method or procedure that has tracked and recorded the behaviour or action upon which the objective is focused.

#### **3.3 Achievable**

Objectives need to be achievable; they can be stretching but not unachievable. An objective is achievable if it is measurable, has been previously achieved by others, necessary resources are available and any limitations have been assessed.

#### **3.4 Realistic**

Whilst objectives should be realistic, they do not need to be easy. Objectives can be set which are demanding but not so much that the chance of success is small. Realistic objectives take into account the available resources such as skills, funding, and equipment.

#### **3.5 Time Bound**

A deadline, date or time when the objective will be accomplished or completed is necessary and must be included so as to make the objective measurable.

### **4. OBJECTIVE SETTING AND REVIEW DISCUSSION**

Input into the goal setting and review process may be solicited from the Council. However, the discussion with the employee will be held in private by the HR Group. Following the discussion, the completed Personal Objectives Form will be issued to the employee and the HR Group; the Chair of the HR Group will retain a hard copy in the Employee's Personnel File.

### **5. MONITORING**

The HR Group is responsible for the objective setting and review process, and shall ensure that appraiser(s) and appraisee are adequately equipped to participate in the process.

## APPENDIX 1 PERSONAL OBJECTIVES FORM

<b>NAME:</b>	<b>JOB TITLE:</b>	<b>DATE:</b>
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No.	OBJECTIVE	TO BE COMPLETED BY
1		
2		
3		
4		
5		
6		

Signed: .....(Employee)

Signed: .....(Chair HR Group)

*HR 2 personal objectives procedure*