

EMPLOYEE PERFORMANCE REVIEWS (APPRAISALS)

Summary: To discuss the new employee performance review system that has been implemented from April 2020

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Recommendation: That the Executive Committee notes the Board's approach to employee development through introducing the new system

INTRODUCTION

- One of the early priorities of the Business Plan Framework was to put in place an effective employee performance review system (often referred to as 'appraisals').
- This should encourage employee development and to give everyone a clear line of sight from their own role and objectives to the overall strategic direction of the Board.
- During the final quarter of 2019/20 (January to March) the team have been trialling a new approach to 'Inspiring Great Performance', as detailed in *Appendix A*.
- Following a successful trial the new employee performance review system has gone live for 2020/21.

EMPLOYEE PERFORMANCE REVIEW

- The new performance review system is based on two key factors:
 - *Performance* - what the individual has achieved against their objectives and development plan
 - *Behaviours* – how the individual has 'gone about' achieving those objectives
- The behaviours will be assessed against six criteria: Clear Thinking; Drive to Deliver; Effective Communication; Personal Maturity; Team Membership; Team Leadership.
- Individuals will be scored as either: Great; Performing Well or Needs Development. There will be four formal performance reviews each year.
- All employees have received training and are engaged in the process.

SUPPORTING PAPERS

- Appendix A – "Inspiring Great Performance" – our new approach

MAY 2020