

Bolsover District Council

Union/Employee Consultation Committee

9th June 2014

Appraisal Policy and Procedure

Report of the Assistant Director – Human Resources

This report is public

Purpose of the Report

- For UECC to consider the Appraisal Policy attached as an appendix and to note the associated documentation.

1 Report Details

- 1.1 Bolsover District Council and North East Derbyshire District Council currently use appraisal schemes, BDC's being the Appraisal scheme and NEDDC's being the EDPR scheme.
- 1.2 Both schemes currently assess the work undertaken by the employee/manager, set objectives for the employee/manager for the forthcoming months and highlight any learning and development requirements.
- 1.3 Both schemes currently use competencies to assess employees and managers against a set of pre determined criteria.
- 1.4 Employees are currently assessed at six (interim) and 12 (full review) month periods.

2 Conclusions and Reasons for Recommendation

- 2.1 UECC are asked to consider adopting one policy for use at both NEDDC and BDC for appraisal, see appendix.
- 2.2 With the formation of the Strategic Alliance, Bolsover District Council and North East Derbyshire District Council are working closer together. The formation of joint services working on behalf of both Councils means that some managers are currently undertaking an appraisal for some staff on the BDC scheme and others on the NEDDC scheme, however employees are working to the same or similar service plans and manager.
- 2.3 The adoption of one joint policy for all staff at BDC and NEDDC would assist managers and staff in working to one policy and set of guidelines without confusion.

- 2.4 An email was sent to Assistant Directors and Service Managers to inform them that HR were planning to review the appraisal scheme and to ask anyone who was interested in being involved to come forward. Encouragingly 13 managers responded to the request.
- 2.5 The HR manager met with the managers interested to discuss their comments and feedback and to incorporate this into policy and procedures wherever possible.
- 2.6 It is envisaged that should UECC agree the attached policy a communications plan will be put together to detail how and when this will be communicated to staff and managers via managers forums, NEDi and briefing sessions from HR.

3 Consultation and Equality Impact

- 3.1 As discussed above at 2.4 of this report, managers have been consulted with on the attached policy and documentation.
- 3.2 At their meeting on the 21st of March 2014 SAMT agreed in principle to a joint policy which included the changes to the policy and associated documentation as attached.
- 3.3 An informal meeting with Trade Unions took place on 30 April 2014. Minor amendments were suggested at the meeting and have been made to the attached documentation.
- 3.4 The Policy applies to all employees at NEDDC and BDC with the exception of some staff (maternity leave, long term sick leave etc) as detailed in the policy.

4 Alternative Options and Reasons for Rejection

- 4.1 Each Council could continue to follow its own policy for appraisal of staff. This option has been rejected as each organisation would be working towards similar criteria and the same or similar service and corporate plans but working to different timescales and using different policies and documentation. This would be inefficient as the teams involved undertake a significant amount of work twice and are unable to streamline the deadlines and plans, therefore being unable to be involved in supporting other work areas and projects.

5 Implications

- 5.1 If UECC were to agree to a Joint policy for appraisal the policy will be rolled out to employees and managers with effect from January 2015. Briefings will be undertaken by HR alongside presentations at appropriate forums e.g. Service Manager forum and Staff Roadshows etc.

6 Finance and Risk Implications

- 6.1 There are no direct financial implications arising from this report.
- 6.2 The risk of duplication of work has been highlighted at 4.1.

7 Legal Implications including Data Protection

7.1 There are no direct legal implications or data protection issues associated with this report.

8 Human Resources Implications

8.1 The opportunity to develop one policy on appraisal for the Strategic Alliance would represent Human Resource efficiencies in terms of several teams across the Council, including most significantly management and HR.

9 Recommendations

9.1 That Bolsover District Council adopt the attached policy for appraisals for staff and managers.

9.2 That Human Resources staff progress the timescales highlighted in the policy for future appraisals.

9.3 That briefings with staff and managers take place on the new policy as appropriate utilising Service Managers Forum, Staff Roadshows, ERIC etc.

10 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	Strategic Organisational Development - Continually improving our organisation

11 Document Information

Appendix No	Title
N/A	N/A
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
N/A	
Report Author	Contact Number
NA	NA

Report Reference –