

Bolsover District Council

Union / Employee Consultation Committee

9 October 2014

<p>Appraisal Policy</p>

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.
- For UECC to recommend to Council the adoption of the Policy.

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.
- 1.5 UECC are asked to consider recommending the adoption of a single policy for appraisal, for use at both BDC and NEDDC. The draft policy and forms are attached as appendices to this report.

2 Conclusions and Reasons for Recommendation

- 2.1 As services continue to work closer together under the Strategic Alliance, and with joint senior managers in post working to common or similar service plans, a consistent approach to appraisals at both Councils will be more efficient and less confusing.
- 2.2 The current draft policy has been produced to include comments and suggestions following consultation with senior managers, as well as informal consultation with representatives from the trade unions.

- 2.3 When the Policy has been approved, a communications plan will be put together to detail how and when this will be communicated to staff and managers via managers forums, the Intranet and briefing sessions from HR.

3 Consultation and Equality Impact

- 3.1 As indicated above at 2.2 of this report, managers have been consulted on the attached policy and documentation.
- 3.2 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.
- 3.3 The Policy would apply to all employees at BDC and NEDDC, 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 Finance and Risk Implications

There are no direct financial implications arising from this report.

5.2 Legal Implications including Data Protection

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

5.3 Human Resources Implications

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.

Briefings with staff and managers will take place on the new policy as appropriate utilising Service Managers Forum, Staff Roadshows, the Intranet etc.

6 Recommendations

- 6.1 That UECC recommend the attached draft policy and associated documentation to Council for adoption at Bolsover District Council.

7 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	
Links to Corporate Plan priorities or Policy Framework	Strategic Organisational Development - Continually improving our organisation

11 Document Information

Appendix No	Title
1	Draft Appraisal Policy
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)	
NA	
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Report Reference –