

Bolsover District Council

Union/Employee Consultation Committee

28th September 2015

Learning and Development, Appraisal Templates and Competency Framework

Report of HR & Payroll Operations Manager

Purpose of the Report

To ask UECC to note the outcome of an interim review of Learning and Development processes, Appraisal templates and the Competency Framework.

1 Report Details

- 1.1 Following feedback and requests received from managers, employees and the Investors in People assessment an interim review of Learning and Development processes, Appraisal templates and the Competency Framework has been undertaken.
- 1.2 There was overwhelming support for more streamlined, flexible and user friendly processes and templates to benefit both employees and managers.
- 1.3 Key outcomes of the interim review are stated below:
 - Completion of Appraisals every 12 months. The six month (half year review) is to no longer be considered mandatory as both managers and employees feel this added little value and is already incorporated within regular one to one meetings or other equivalent mechanisms in place such as tool box talks, specific team meetings etc.
 - Learning and Development budgets are to be devolved to Assistant Directors from 1 April 2016 to facilitate employee development.
 - The employee appraisal preparation form is retained as officers have found this is a beneficial document that helps employees to positively contribute to the review of their performance.
 - A revised Appraisal Form is in place that captures key information in a more concise and user friendly format.

- A refreshed Competency Framework that more closely reflects the Corporate Plan is in place that is a standalone document, separate from the Appraisal form.
- A simple one page employee Learning and Development Record and Evaluation Form is in place that is completed by the employee or team after each activity. This can be used to cover both updating training records and evaluating learning and development undertaken. It is intended this form will be available online in next few months as part of the HR Teams “E” forms project.

1.4 Attached at the Appendices are the revised documents for your information.

1.5 The intention is to use the revised processes and templates for the next round of appraisals due to take place late 2015/early 2016 and circulate the revised Competency Framework. The revised processes, templates and framework will be subject to ongoing review to ensure they are fit for purpose. Any suggestions and feedback is welcome.

2 Conclusions and Reasons for Recommendation

2.1 It is clear from feedback received from managers, employees and the Investors in People assessment that an interim review of Learning and Development processes, Appraisal templates and Competency Framework was required.

2.2 There was overwhelming support for more streamlined, flexible and user friendly processes and templates to facilitate learning and development and the performance review process to benefit both employees and managers. The revisions support the recommendations arising from the Investors in People assessment and will also assist the Council in achieving the new Corporate Plan.

3 Implications

3.1 Finance and Risk Implications

3.1.1 None.

3.2 Legal Implications including Data Protection

3.2.1 None.

3.3 Human Resources Implications

3.3.1 As outlined in the report.

4 Recommendations

4.1 UECC are asked to note the outcome of an interim review of Learning and Development processes, Appraisal templates and the Competency Framework together with the attached revised documents.

5 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)	N/A
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	Transforming Our Organisation Engaging and Supporting our Employees

6 Document Information

Appendix No	Title
A.	Employee Appraisal Preparation Form
B.	Revised Appraisal Form
C.	Competency Framework
D.	Learning and Development Training Record and Evaluation Form
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)	
Report Author	Contact Number
Sara Gordon	7677