

DECISION-MAKER:		GOVERNANCE COMMITTEE	
SUBJECT:		Revised HR Appraisal Process	
DATE OF DECISION:		11 th November 2019	
REPORT OF:		Service Director, HR and OD	
<u>CONTACT DETAILS</u>			
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STATEMENT OF CONFIDENTIALITY			
None. This report contains no personal information relating to specific individuals.			
BRIEF SUMMARY			
The Governance Committee requested an update on the Council appraisal process in light of the introduction of Business World.			
RECOMMENDATIONS:			
	(i)	To note the revised Council performance review process.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	As requested by the Governance Committee.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	N/A		
DETAIL (Including consultation carried out)			
3.	Until the introduction of Business World in October 2019 the notification of completed Annual Performance Review forms has been via email using a link embedded in the Word document. In some areas the email link has not been used and in many cases appraisals have been completed without using the standard form and link, as the form was seen as too complex for some areas of service.		
4.	Following compliance checking an improved system is in place, the form has been reviewed and refreshed to take account of the need for clarity and simplicity, and the timeframe for end of year appraisal meetings to be held and recorded will be between April and June each year. These will be recorded in Business World with the form attached by the individual or manager. Managers will be able to see whose appraisals have been completed and HR will be in a position to more accurately monitor overall compliance and follow up areas of concern.		
5.	The revised form is in place for use now. Rather than being used only at the end of an appraisal year, it will be used during regular supervision. The emphasis will be on quality conversations across the year.		
6.	At the start of the Performance Review year, managers and individuals will agree objectives/key job requirements and personal development plans. The latter section prompts discussions about future aspirations, such as sideways		

	moves, career development and/or promotion. This should lead to identification of development activity the person can undertake to help prepare them for if and when an opportunity becomes available. This will also help inform service, Directorate and corporate learning planning.
7.	Throughout the Performance Review year managers and individuals will meet to discuss what they have achieved, how this has been done and this will be recorded on the form, including examples of how they are demonstrating the Council Values. Reflection will also occur on what has gone particularly well and what could have been done in a more effective way.
8.	All of the above will be brought together at the end of the Performance Review year, when final evidence and overall comments are added. At this point completion of all mandatory and other training will be checked and plans agreed to address any gaps or issues, and the form will be submitted via Business World.
9.	The key benefits of this new approach will be that: <ul style="list-style-type: none"> • Employees are clearer on what is expected from them and how they are seen to be performing, on a more frequent basis • Recording of evidence occurs across the year, making it more accurate and saving time at the end of the year when all forms are being finalised • Regular two-way meetings are useful for getting to know employees, to provide praise, and to highlight and address any concerns on an on-going basis • Managers gain an understanding of an employee's aspirations and can support their appropriate development • Employees feel more valued through regular, quality conversations about them and their work • Critically HR and managers can better track compliance and identify areas for learning plans
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
10.	None
<u>Property/Other</u>	
11.	None
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
12.	S111 Local Government Act 1972 and S1 Localism Act 2011
<u>Other Legal Implications:</u>	
13.	None
RISK MANAGEMENT IMPLICATIONS	
14.	None
POLICY FRAMEWORK IMPLICATIONS	

15.	None
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KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	none
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	New Performance Review form.

Documents In Members' Rooms

1.	None
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
Data Protection Impact Assessment	
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	No
Other Background Documents	
Other Background documents available for inspection at:	
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None