

ANNUAL APPRAISAL POLICY AND PROCEDURES

The annual appraisal applies to all those employed by BIPC.

The key features of appraisal are that:

- Every employee will receive an annual appraisal linked to the work programme of the PC.
- Both the employee and the line manager must prepare for the appraisal interview by completing the preparation form – Appendix A.
- It may be helpful for the preparation forms to be exchanged prior to the meeting. However, it is equally effective for the form to be used as a reminder of the issues to be discussed.
- The appraisal form – Appendix B – must be used to record what was discussed and agreed at the annual appraisal meeting.
- The annual appraisal meeting should take the form of a discussion between the employee and his/her line manager.
- A review is made of performance against the targets set in the previous year.
- Key areas within the job description will be identified and a note should be made if the job description needs to be updated.
- The line manager and the employee should agree targets for the year ahead. These targets should be set to achieve specific results and priorities for the year. Standards of performance should also be set.
- An action plan and an assessment of training needs will be drawn up and recorded as part of the review procedure.
- The employee will be asked to comment in writing on the review, and to sign their comments.
- The line manager must also sign the appraisal form and pass it to his/her line manager and/or the chair of the HR group who will also sign the form and may make comment. The form will then be returned to the line manager.
- The form should then be passed back to the employee concerned. The employee and the line manager should both retain a copy and a copy should be placed on the employee's personal file.

Time of annual review meetings

The annual review will normally take place in January following the setting of the annual budget and work programme.

New employee

- Employees who commence employment with the PC at the time of, or shortly before, appraisal interviews are taking place should not be included in the appraisal process.
- New employees should have their progress formally reviewed during their probationary period.
- Once the probationary period has been successfully completed, short-term objectives can be set and reviewed on an ongoing basis until the next round of appraisal interviews are due.

The review process

- Every employee should have access to regular review sessions with his or her line manager. These meetings will normally take place monthly (but, depending on the level and scope of the job, and the needs of the individual, they can be more or less frequent). Written notes of what has been discussed should be kept.
- The review sessions should take the form of a discussion between the employee and his/her line manager. They should review progress towards targets set, examine areas where improvements can be made and, where appropriate, review and revise targets set in the appraisal interview.

Appeals

If the employee is unhappy about what is recorded on the appraisal form and is unable to reach agreement with their line manager, they should invoke the grievance procedure.

Confidentiality

The annual appraisal form and review notes are confidential documents and should be retained in a secure place all times.

Appendix A

Preparation for appraisal

It is important that you prepare for the review. This form is a tool to help you. You do not have to hand it to anyone, but you need to have it with you at the appraisal meeting to ensure you have a full discussion.

1. What do you feel have been the most important tasks / responsibilities in your present job during the period under review?
2. What areas of your job do you feel you have performed well during the last year and why? Consider not only what you have achieved, but the way you have achieved it.
3. What areas of your work have not gone so well during the last 12 months and why?
4. What difficulties (if any) have you encountered with regard to aspects of the job, which are outside your control?

5. What development activities have you undertaken during the last 12 months and how have they helped you achieve your objectives?

6. In your opinion, what action do you feel should be taken to assist you in performing your job to the best of your capability?

a. By you?

b. By your line manager?

c. By other people?

7. How do you feel you have contributed to the team?

8. What do you believe are your weaknesses and how can these be overcome?

9. Are there aspects of the job, which you find unsatisfactory, or points on which you would like more information?

10. What training or development opportunities, if any, do you think you need in order to improve your performance further?

11. How do you think this may be best achieved? For example, by attending a formal training course, working with another employee, attending a conference?

12. Does your job description still broadly reflect the content and scope of your job?

Yes / No

If no please indicate why.

Appendix B

Annual Appraisal Record

1. Name

Job title:

Date of last performance review:

Date of this performance review:

2. Assessment of performance

Summarise achievements during the last 12 months in relation to the targets identified in the last review. Include in the summary comments from the employee on areas of the job where they have performed well or not so well. Highlight any difficulties they have encountered in performing their job, that were outside their control and that may have affected their performance.

AGREED TARGETS	ACHIEVEMENTS
Continue on separate sheet if necessary	

3. Next year

Summarise your discussions with the member of staff regarding agreed targets, including actions required to achieve them, over the next year. Relevance to the current Business Plan should be indicated where appropriate.

Target	Actions	Date for completion

4. Development needs

Outline below what training and development was agreed and undertaken **last year.**

Developmental need identified	Method	Outcome

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Outline below any training and development agreed for the coming year, in relation to the agreed targets in 3 above.

Learning / developmental need	Method e.g. work shadowing, project, training)

5. Scope of the job

Does the job description still broadly reflect the content and scope of the job?

Yes / No

If no outline the main differences below.

6. Other matters

Matters raised and discussed with the member of staff that are not raised elsewhere on the form.

7. Line Manager's comments

Line Manager's signature	Date
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8. Employee's comments

I have read and understood this record. I wish to add the following comments.

Signature	Date
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9. Chair of PC's comments

Signature	Date
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