

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **Personnel Committee**

22nd February 2016

### **Report of the Head of Human Resources – Sheenagh Rees**

#### **Matter for Decision**

#### **Wards Affected:**

All Wards

### **Introduction of a Performance Appraisal Process**

#### **Purpose of the Report**

1. The purpose of this report is to seek Member approval for the introduction of an authority wide Performance Appraisal process.

#### **Background**

2. Performance appraisal is a process for individual employees and their line managers, to discuss their performance and development, as well as the support they need in their role. It's used to both assess recent performance and focus on future objectives, opportunities and resources needed.
3. The Council already has performance appraisal arrangements in place across the authority. However, a review of these arrangements has been

carried out to improve on what we already have in line with best practice and to take into account recommendations from the Wales Audit Office.

4. This review has resulted in the development of the new Performance Appraisal Procedure (attached as Appendix 1). This new Procedure has been trialled in two service areas, with feedback from managers and employees being built into the final document. Consultation also took place with employees via the recognised Trade Unions and the Trade Unions have confirmed that they are supportive of the new arrangements. We have developed two Performance Appraisals forms, recognising that for some jobs, the approach to objective setting will be more straightforward than others. The more basic form is shown in Appendix 2.
5. If approved, the Performance Appraisal process will be applicable to all employees of the authority (except those employed by School Governing Bodies). An action plan has been developed to communicate this new process to all employees and provide awareness raising sessions for managers and employees to ensure all parties are aware of their role in the process.

### **Financial Impact**

6. There are no financial implications. The new Performance Appraisal process will support the existing business planning processes that operates throughout the Council

### **Workforce Impacts**

7. It is proposed that the new Performance Appraisal process will have a positive impact upon the performance of the Council as a whole and individual employees.

### **Legal Impacts**

8. There are no associated legal implications

### **Risk Management**

9. There are no associated risks

## **Consultation**

10. There is no requirement under the Constitution for external consultation on this item.

## **Recommendations**

11. It is RECOMMENDED that members APPROVE the introduction of the new Performance Appraisal process.

## **Reasons for Proposed Decision**

12. To allow the introduction of the new Performance Appraisal process to ensure a consistent and robust process in in place for all employees of the Council.

## **Implementation of Decision**

13. The decision is for immediate implementation.

## **Appendices**

Appendix 1 - Performance Appraisal Procedure

Appendix 2 - Appraisal Scheme for roles with limited objectives

## **List of Background Papers**

14. None

## **Officer Contact**

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