

	AGENDA ITEM NO.
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Report Cover Sheet

Name of Meeting:	Employment Committee
Date of Meeting:	18th September 2007
Report Title:	Appraisal Monitoring
Summary of report:	This report shows the findings of a monitoring of performance appraisals completed for 2007.
For Further Information Please Contact (report author):	Liz Reed, HR Manager (Acting)
Business Unit:	Corporate Personnel Services
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	None
Key Decision?	No
Included within the Forward Plan?	No
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Background Papers:	None

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	n/a	
Other Warwick District Council Service Areas	n/a	
Project partners	n/a	

Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	
Officer Approval		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	July 2007	Karen Pearce
Chief Executive		
CMT	8th August 07	
Section 151 Officer		
Legal		
Finance		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. RECOMMENDATIONS

- 1.1 Members are asked to note the contents of this report and approve the proposed actions.
- 1.2 The Chair of Employment Committee and the HR Manager (Acting) review the content and frequency of the annual HR Management Information reports.

2. BACKGROUND

- 2.1 The appraisal scheme covers all people employed by Warwick District Council, whether on a permanent or temporary contract. Casual and agency staff are excluded.
- 2.2 All performance appraisals should be completed over a three month period from April to June. For the purposes of this report the number of staff requiring an appraisal is taken as all those on the establishment as at 1st April less anyone who left, was on probation, took long-term sick leave or was on maternity leave during the appraisal period. The data collection date was 31st August 2007.
- 2.3 Appendix A shows an analysis of the total people requiring an appraisal in 2007. Appendix B shows the breakdown of people whose appraisal was completed and Appendix C shows the breakdown of people who had not received an appraisal by the data collection date.

3. MAIN POINTS FROM THE DATA

- 3.1 In total 452 appraisals were completed, 90.2% of those due. Whilst this is an increase in the number of completed appraisals recorded last year (82.8%), it remains unacceptable, as the target is 100% and it is an organisational requirement that all employees must receive an annual performance review.
- 3.2 49 appraisals have not yet been confirmed to have taken place.
- 3.3 Nine out of seventeen Service Areas/ Directorates achieved a completion rate of 100%.
- 3.4 A larger percentage of females received an appraisal, 92.8% compared with 87.3% of males.
- 3.5 The percentage of white staff who had an appraisal was 90% while the percentage of ethnic minority groups who did was 93%.
- 3.6 Out of fifteen disabled staff requiring an appraisal fourteen have taken place (93.3%).
- 3.7 89.4% of full-time staff received an appraisal while 92.5% of part-time staff did.
- 3.8 A larger proportion of staff on higher grades had an appraisal with 96.8% of those on grade C and above and 95.2% of those on grades E1-D receiving an appraisal compared with 86.8% of those on grades J-F.

4. **ACTION**

- 4.1 CMT to ensure that all appraisals within their Directorates have taken place. Where this has not been the case, for clear reasoning to be supplied to the HR Manager (Acting) so that HR can identify the reasons for non-compliance and work with CMT and Service Area Managers to overcome these difficulties in future years.
- 4.2 A further report from the HR Manager (Acting) to be submitted to the December Employment Committee, with an updated percentage for completed appraisals.
- 4.3 There must be an acknowledgement across Warwick District Council that the appraisal process is a key element of Performance Management and integral to performance delivery. This activity is a key requirement of all Officers with line management responsibilities. Action should be taken to manage non-compliance.