

		Employment Committee 16 th September 2008	Agenda Item No.
Title		Appraisal Monitoring	
For further information about this report please contact		Karen Warren, Acting HR Manager	
Service Area		Organisational Dev. & Performance Imp.	
Wards of the District directly affected		None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006		No	
Date and meeting when issue was last considered and relevant minute number		Updated information presented in September each year	
Background Papers		None	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director		
Chief Executive	20 th August 08	Chris Elliott
CMT	20 th August 08	Chris Elliott, Mary Hawkins, Bill Hunt
Section 151 Officer	20 th August 08	Mary Hawkins
Legal	27 th August 08	Simon Best
Finance	27 th August 08	Gary Walker
Portfolio Holder(s)	15 th August 08	Dave Shilton, Les Caborn
Consultation Undertaken		
Please insert details of any consultation undertaken with regard to this report.		
None		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. SUMMARY

- 1.1 This report show the findings of a monitoring of performance appraisals completed for 2008.

2. RECOMMENDATIONS

- 2.1 Members are asked to note the contents of this report and approve the proposed actions.

3. BACKGROUND

- 3.1 The appraisal scheme covers all people employed by Warwick District Council, whether on a permanent or temporary contract. Casual and agency staff are excluded.
- 3.2 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 or was working their notice, was on probation, took long-term sick leave or was on maternity leave during the appraisal period. The data collection date was 21st August 2008.
- 3.3 Appendix A shows a summary of appraisals required and carried out by service areas.

4. MAIN POINTS FROM THE DATA

- 4.1 In total 499 appraisals were completed, 92.6% of those due. At this time last year the percentage of completed appraisals recorded was 90.2%.
- 4.2 40 appraisals have not yet been confirmed to have taken place.
- 4.3 Eight out of nineteen Service Area/ Directorates achieved a completion rate of 100%. and one has recorded 0%. This is Joint Area Partnership and is because, as a newly formed team managed by a WCC officer, the appraisals have been arranged to take place during September to tie in with the County Council's timetable.
- 4.4 There was very little difference in the percentage of white and the percentage of ethnic minority staff who received appraisals with both categories achieving slightly over 92%.
- 4.5 The percentage of males who had an appraisal was 91.6% while the percentage of females who did was 92.8%.
- 4.6 Fifteen disabled staff required an appraisal and all have taken place.
- 4.7 Full time staff were more likely to have received an appraisal with a completion rate of 93.7% compared to 88.8% for part time staff.

- 4.8 A smaller percentage of staff in the highest grade band (grade C and above) had an appraisal, 84.7% compared to 92.7% of staff in the lowest grade band (J-F) and 94.1% in the mid band (E1-D).

5. **ACTIONS 2007/08**

	Actions identified from 2007 monitoring	Progress to date
5.1	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.	Our target for appraisals is 100% and we are still not at this point. Data will be reviewed again in December to capture any late appraisals.
5.2	A further report from the HR Manager (Acting) to be submitted to the December Employment Committee, with an updated percentage for completed appraisals.	Action completed.
5.3	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.	Appraisal refresher training completed for 2008 prior to appraisal period. This will continue to be part of the Corporate Training Programme.

6. **ACTION 2008/09**

- 6.1 Monitoring will continue and the appraisal scheme will be reviewed in the light of introducing competencies. Completion date March 2009.