

	AGENDA ITEM NO.
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Report Cover Sheet

Name of Meeting:	Employment Committee
Date of Meeting:	17 th December 2007
Report Title:	Review of Annual Appraisal Monitoring
Summary of report:	To presents to Members an updated report on the number of performance appraisals completed for 2007 as requested.
For Further Information Please Contact (report author):	Liz Reed, HR Manager (Acting) 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 & Confidential	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	Yes	Norman Pratt
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)	November 07	Karen Pearce
Chief Executive		
CMT	5 th December 07	
Section 151 Officer		
Legal	5 th December 07	Simon Best
Finance	5 th December 07	Marcus Miskinis
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. RECOMMENDATION

1.1 Members are asked to note the contents of this report.

2. REASON FOR THE RECOMMENDATION

2.1 A full report on the monitoring of appraisals carried out during the current year was presented to the Employment Committee in September at which time the committee requested a further report updating the position to be presented at this meeting.

3. ALTERNATIVE OPTION(S) CONSIDERED

Not applicable.

4. BUDGETARY FRAMEWORK

Not applicable.

5. POLICY FRAMEWORK

Not applicable.

6. BACKGROUND

6.1 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 of April to June. The data collection date for this review was 28th November 2007.

6.2 Appendix A shows a summary of the number of people per Service Area/Directorate requiring an appraisal in 2007 and the number of appraisals which have been carried out.

7. MAIN POINTS FROM THE DATA

7.1 In total 458 appraisals were completed, 91.6% of those due, (the figure reported in September was 90.2%), with 42 not yet confirmed to have taken place. Over half of all Service Areas/Directorates have recorded 100% completion with 66% being the lowest percentage achieved.

7.2 11 of the 42 people who have not had an appraisal in 2007 also did not receive one in 2006.

7.3 A two-year comparison on the percentage of appraisals carried out is shown below:

	% of appraisals carried out	Lowest % achieved by any area
December 2007	91.60%	66.67%
December 2006	82.86%	0% (2 areas)

8. **ACTION**

- 8.1 A full report detailing the outstanding appraisals went to Corporate Management Team earlier this month so that appropriate action can be taken.
- 8.2 Annual monitoring will continue so that any trends in non-compliance with the Performance Appraisal Policy can be identified.