

**TO: EMPLOYMENT COMMITTEE – 18TH DECEMBER 2006**

**SUBJECT: REVIEW OF ANNUAL APPRAISAL MONITORING**

**FROM: CORPORATE PERSONNEL SERVICES**

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**1. PURPOSE OF THE REPORT**

- 1.1 To present to Members an updated report on the number of performance appraisals completed for 2006.

**2. BACKGROUND**

- 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 be presented at this meeting.
- 2.2 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 24th November 2006.
- 2.3 Appendix A shows a summary of the number of people per Service Area/Directorate requiring an appraisal in 2006 and the number of appraisals which have been carried out.

**3. MAIN POINTS FROM THE DATA**

- 3.1 In total 411 appraisals have now been completed, 82.86% of those due (the figure reported in September was 71.4%), with 85 not yet confirmed to have taken place. Half of all Service Areas/Directorates have recorded 100% completion with two areas still reporting 0% of appraisals undertaken.

**4. ACTION**

- 4.1 A full report detailing the outstanding appraisals went to Corporate Management Team in October so that appropriate action could be taken.
- 4.2 Annual monitoring will continue so that any trends in non-compliance with the Performance Appraisal Policy can be identified.
- 4.3 The centralisation of personnel administration will ensure that all appraisals carried out will be duly recorded and a reminder service will be implemented to ensure managers are aware of the need to carry out appraisals at the

appropriate time.

5. **RECOMMENDATION**

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

**Liz Reed**  
**Acting HR Manager**  
**November 2006**

**BACKGROUND PAPERS:** Nil

**Areas in District Affected:** None

**For further information about this report please contact:**

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