

**TO: EMPLOYMENT COMMITTEE – 19TH SEPTEMBER 2006**

**SUBJECT: APPRAISAL MONITORING**

**FROM: CORPORATE PERSONNEL SERVICES**

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**1. PURPOSE OF THE REPORT**

1.1 To present to Members the findings of a monitoring of performance appraisals completed for 2006.

**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 7th August.

2.3 Appendix A shows an analysis of the total people requiring an appraisal in 2006. 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 354 appraisals were completed, 71.4% of those due. This is slightly lower than in 2005 when the result was 72%.

3.2 142 appraisals have not yet been confirmed to have taken place. However some Service Areas have reported that appraisals have been delayed this year due to various pressures of work and that they intend to continue the appraisal process between August and September.

3.3 Ten out of eighteen Service Areas/ Directorates achieved a completion rate of 80% or over but two have not confirmed any appraisals to have taken place.

3.4 69% of males received an appraisal and 73.5% of females.

3.5 The percentage of white staff who had an appraisal was 72.4% while only 55.2% of those from ethnic minority groups did.

3.6 Out of 14 disabled staff requiring an appraisal nine have taken place (64.3%).

- 3.7 The was no difference between the percentage of full time and part time staff receiving appraisals (71.4% for both categories).
- 3.8 A higher proportion of staff on higher grades had an appraisal with just over 80% of those on grade C and above completing their appraisal while 71.8% of those on grades E1-D and 69.4% of those on grades J-F did so.

4. **ACTION**

- 4.1 It is proposed to continue this monitoring on an annual basis so that any trends in non-compliance with the performance appraisal policy can be identified and necessary action taken.

5. **RECOMMENDATION**

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

**Karen Pearce**  
**Assistant Chief Executive (Personnel)**  
**July 2006**

**BACKGROUND PAPERS:** Nil

**Areas in District Affected:** None

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

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