

		EMPLOYMENT COMMITTEE – October 2009	Agenda Item No.
Title		Appraisal Monitoring Update	
For further information about this report please contact		Karen Warren, HR Manager	
Service Area		Chief Executive's Office	
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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006		No	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		Annual monitoring data presented to Employment Committee in September 2009	
Background Papers		Papers for above committee	

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		Chris Elliot
SMT	October 2009	
Section 151 Officer	October 2009	Mike Snow
Legal	October 2009	Peter Oliver
Finance	October 2009	Gary Walker
Portfolio Holder(s)	October 2009	Michael Doody
Consultation Undertaken		
Please insert details of any consultation undertaken with regard to this report.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1 SUMMARY

To present to Members an update on the appraisals completed since the report in September 2009 – see attached.

2 RECOMMENDATIONS

Members are asked to note the report

3 REASONS FOR RECOMMENDATIONS

An update was requested in September to be brought to this meeting.

4 ALTERNATIVE OPTIONS

None

5 BUDGET FRAMEWORK

There are not any budget implications from this report

6 POLICY FRAMEWORK

None

7 BACKGROUND

7.1 The appraisal process is a key component to the successful management of the Council and its workforce. Appraisals are not optional and should be carried out within the timeframe specified.

7.2 Outstanding appraisals continue to be chased and monitored.

7.3 Numbers of appraisals required fluctuate as employees return from / leave to take sickness during this period.