

Paragon Housing Association Limited

POLICY: STAFF APPRAISAL

POLICY AREA: STAFF

DATE APPROVED: 12th December 2018

DATE NEXT REVIEW: December 2020

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1.0 Purpose & Aims

1.1 Paragon Housing Association Limited will use the Staff Appraisal System to promote improved individual and organisational performance. The Appraisal System is not a substitute for day to day dialogue between managers, supervisors and staff regarding team or individual performance.

1.2 The system has the following aims

- To set realistic and achievable goals for each member of staff and the Association
- To identify current achievements and establish ways to improve performance
- To promote good relationships between line managers, supervisors and staff
- To promote the development of the individual and the Association

2.0 Principles

2.1 The output of the Appraisal System is a mutual assessment of the staff member's development needs and objectives.

2.2 The Appraisal is not a disciplinary tool, it is a mechanism to assess and improve performance. Both managers and staff should be aware of any issues which will be subject to discussion. There should be no element of surprise.

- 2.3 Those responsible for carrying out appraisals include Committee members, supervisors managers.
- 2.4 The Appraisal Form is a confidential document. These will be kept securely and only the employee, the line manager and Director (or nominated substitute) will have access. However, Training Plans may be circulated more widely. Forms will be destroyed when a new appraisal is completed and 6 months after an employee has left the organisation.
- 2.5 The Director will submit an annual report on the outcome of the staff appraisal process. This will be considered by the Management Committee or delegated sub committee. This report will inform other business documents and allow the Management Committee to ensure that the Appraisal System is effective in achieving its aims and objectives. The report will not identify individuals.

3.0 Procedures

- 3.1 Appraisals will be carried out annually, normally in June of each year.
- 3.2 The Appraisal Interview & Form

Link to form,

The employee will be notified of the date and time of the appraisal interview at least 5 working days in advance. At this time the Appraisal Form and Guidance Notes will also be issued. All staff members are provided with Job Descriptions and person Specifications and a further copy can be provided on request. Where staff members are new to the appraisal process, the line manager will provide an informal briefing on the process in advance of the meeting.

Employees are expected to make adequate preparation for the interview and will be given sufficient time to do so during working hours.

It is anticipated that the interview will take at least 1 hour to complete.

- 3.3 All employees will be assessed. The appraisal will normally be carried out by the Departmental Head or team supervisor. The line manager will determine who carries out the appraisal of each staff member. Appraisal of the Director will be carried out by a panel appointed by the Management Committee normally the Chair and Vice Chair
- 3.4 Following the Appraisal Interview, the appraiser will prepare a report on the outcome which will contain
- Mutually agreed objectives
 - Training & development plan

- 3.5 In the event of a dispute which cannot be resolved between the staff member and the appraiser, the Director will review the Appraisal and may conduct additional interviews if required.

Where a senior member of staff has been appraised by the Director and there is a dispute which cannot be resolved by the staff member and the appraiser, then a review of the Appraisal will be carried out by the Staffing Panel comprising of F&GP members.

Where the Director disputes the content of the Appraisal then a review of the Appraisal will be carried out by the Staffing Panel comprising of F&GP members but not including members of the original appraisal panel.

- 3.6 The objectives identified in the Appraisal will be monitored against outcomes at least annually.

End

Approved