

CORPORATE RESOURCES OVERVIEW AND SCRUTINY

Date of Meeting	Thursday, 17 May 2018
Report Subject	Appraisals Progress Report
Cabinet Member	Cabinet Member for Corporate Management and Assets
Report Author	Senior Manager, Human Resources and Organisational Development
Type of Report	Operational

EXECUTIVE SUMMARY

The purpose of this report is to provide Committee with the completion levels of appraisals by portfolio.

RECOMMENDATIONS

1	That the Committee notes the progress made against the target set for completion of appraisals for portfolios and the Council as a whole.
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REPORT DETAILS

1.00	Performance Appraisal Report and Progress Update
1.01	<p>The purpose of this report is to provide members with a detailed analysis of completion levels of appraisals across all portfolios.</p> <p>Appraisal is an opportunity for both the manager and employee to have a productive and supportive conversation about performance, behaviours, learning, development and support needs. Objectives and demonstration of behaviours are identified through agreement between employee and manager. Evidence of progress, performance and delivery against agreed</p>

targets is also measured and identified through joint agreement.

Historically, appraisal completion levels have been reported on the basis of information (data) held in iTrent. A fundamental review of the data for each portfolio in July 2016 identified the requirement to establish and apply an agreed set of eligibility criteria so that future reporting is both meaningful and consistent across the Council. This resulted in a number of exemptions being agreed, as follows:

- Schools based employees
- Relief/casual workers
- Employees on long term sick leave
- Employees on maternity leave or undertaking a career break
- Employees in their first 6 months of employment (new starters)
- Employees working a period of notice (leavers)
- Employees whose appraising manager is/has been absent for a prolonged period
- Employees of Clwyd Theatre Cymru
- Employees engaged on a fixed term contract of less than 12 months duration

The revised annual target for completion of appraisals is now 100% of eligible employees.

The latest report shows that the percentage of eligible employees who have received an appraisal has increased with the overall figure standing at 86%. Whilst this is off target, it is higher than previously reported.

Between 2014 and 2016, the percentage of employees' who have had a performance appraisal increased year on year. The report presented to committee in January 2018 which was based on data as at 31 December 2017, indicated a downturn from the figures provided previously which was disappointing.

As part of an assurance process to ensure that all employees receive an appraisal, any portfolio who had reported less than 75% of percentage in December 2017 were tasked with taking steps to improve this position. Based on the latest outcomes, this intervention has resulted in an improvement in a number of areas.

Appendix A details the completed levels by portfolio and shows that shows that 3 portfolios achieved 100%, 2 portfolios achieved in excess of 90% and 2 portfolios achieved greater than 80%.

Through this reporting cycle it has become evident that the recording of appraisals in iTrent is not undertaken routinely across all portfolios. This makes the reporting and analysis challenging and time consuming and is an area that requires further focus. This report shows a mixed picture with services employing larger proportions of employees who are work in dispersed settings with varying hours of work experiencing lower completion rates.

2.01	None, as the report captures existing arrangements only.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
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3.01	None, as the report captures existing arrangements only.
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4.00	RISK MANAGEMENT
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4.01	None, as the report captures existing arrangements only.
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5.00	APPENDICES
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5.01	None, as the report captures existing arrangements only.
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6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
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6.01	<p>Contact Officer: Sharon Carney, Senior Manager, Human Resources and Organisational Development Telephone: 01352 702139 E-mail: Sharon.carney@flintshire.gov.uk</p>
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7.00	GLOSSARY OF TERMS
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7.01	iTrent – a fully integrated, web based HR, payroll, talent management and workforce planning solution
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