

Appraisal Policy

Introduction and Benefits

1. This updated appraisal policy now makes annual appraisal and the development of a personal development plan (PDP) a contractual requirement for all staff, within the Trust.
2. All staff, except doctors, dentists and directors, should have a Knowledge and Skills Framework outline which will form part of the appraisal process.
3. The benefits to the Trust of a robust appraisal are that it will have competent well informed staff who feel valued by their managers.
4. It will provide managers with a performance management tool.
5. The Trust will meet local and national appraisal targets.

Application

6. Staff, including contracted-out staff on Retention of Employment (ROE) contracts and, will be appraised annually, and supported by more frequent progress review meetings e.g. every 6 months.
7. Managers and the appraisees will consider actual performance against the requirement of the KSF outline/key duties of the post, and agreed objectives. Any development activities required will be included in the personal development plan (PDP).
8. Failure to meet the agreed objectives, and the assigned KSF outline competence levels/key duties of the post, should trigger appropriate performance management. If no improvement is made an individual may be prevented from progressing through the salary band (ksf gateway) (see appendix 1) and consequently gaining the next incremental salary increase.

Purpose

9. The purpose of the appraisal is to implement a personal development review and performance management process that will ensure better links between service objectives, education, personal development and career progression.

Policy Statement

10. The Trust is committed to ensuring that all staff will, on an annual basis, have an appraisal meeting with their manager. This will result in a set of objectives reflecting personal and organisational goals for the forthcoming year, a personal development plan, and if necessary an updated job description.

Responsibilities

11. Trust Board and Executive Board have **overall** responsibility for staff appraisal in the Trust.
12. Directors, Directorate Managers and Divisional nurses are responsible and accountable for ensuring there are systems and resources in place for implementing and recording the appraisal process within their Divisions and Directorates.
13. The Director of HR, assisted by the Head of the Learning and Development will be responsible for coordinating, updating and evaluating the appraisal/PDR process through feedback via the HR Committee
14. All managers and supervisors are responsible and accountable for appraising their direct reports; for recording and monitoring the effectiveness of the appraisal system. A paper copy of the appraisal and PDP should be given to the appraisee.
15. Managers will summarise training needs from the PDPs into a local training needs analysis a copy of which should be sent to the learning and development department.

Monitoring and Review

16. Appraisal activity in the Trust will be monitored by the Executive Board and HR Committee using data gathered from the Trust database. The audit and accountability review process will assess the implementation of the policy.

Training and development

17. A range of courses to support the implementation of this policy are available from the Learning and Development Department.

Associated documents

- 18. This policy links to:
 - 18.1. Appraisal Policy Process and Guidelines – Appendix 1
 - 18.2. Appraisal Forms – Appendix 2
 - 18.3. Impact Assessments – Appendix 3
 - 18.4. Study Leave Policy No 27
 - 18.5. Induction Leave Policy No 46