

THREE RIVERS & WATFORD SHARED SERVICES JOINT COMMITTEE

Date of meeting: 5 March 2012

PART A

AGENDA ITEM

7

Title: NEW STAFF APPRAISAL PROCESS

Report of: Terry Baldwin – Head of Human Resources

1. **SUMMARY**

1.1 This report provides an update on the move to a new staff appraisal process.

2. **RECOMMENDATIONS**

2.1 That the Committee reviews, make such amendments as it thinks fit and approves the plan

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Report approved by:

Tricia Taylor – Executive Director – Watford Borough Council

3. DETAILED PROPOSAL

3.1 Introduction

It was agreed when the HR Shared Service was set up, that a new appraisal process be designed and implemented for use across Three Rivers District Council and Watford Borough Council(using the PDR module from NorthgateArinso our outsourced payroll provider). However, the development of a new process has proved difficult and the module from NorthgateArinso is not fit for our requirements. Therefore, in July 2011 a decision was taken to abandon the PDR module. A refund of costs has been discussed and an agreement reached with NorthgateArinso regarding this. Regrettably, a new appraisal process will not be achieved until the 2013 cycle.

3.2 Medium for appraisal

Although a fully on line purpose built appraisal package would have significant benefits in terms of reducing administration, improving reporting capability and supporting processes such as succession planning, even without this level of sophistication, there remains an opportunity to achieve substantial improvements to existing practices. The key options at this stage have been identified as:

- Word document submitted via email (no reporting or analytical capability)
- Editable PDF document
- E Form
- Commercial appraisal/ talent management software package (but see above)

There will be significant differences in cost and functionality between these options. There is budget provision (£6k) carried forward from Shared Service implementation to support the development of appraisal. Whilst the quality of the “soft” process (the appraisal discussion) is of paramount importance, achieving some automation of process and reporting capacity is also highly desirable.

ICT has agreed to provide analyst support to create a detailed specification against which these options can be costed and tested. Before progressing to specification, there are some key areas of content that need to be agreed with both councils and consultation is underway with managers and staff.

3.3 Recommendations

Following a report to each senior management team and agreement at the Joint Management Team meeting, the following are recommended for Joint Committee approval

- The appraisal cascade should run between March and June annually, with a mid year review in autumn.
- The same time scale should be implemented across both councils to support consistency in training planning and to enable a streamlined process in the Shared Services
- Learning and Development to finalise consultation with managers and staff and take their feedback into account when designing a new appraisal process.
- Training is undertaken in both Councils to emphasise the importance of appraisals and discussions with staff
- A further report is submitted to Joint Committee once the options outlined above have been costed and reviewed against the detailed specification.