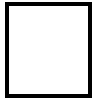


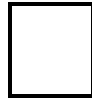
KEY EMPLOYMENT POLICIES

EMPLOYEE INFORMATION BRIEFING

ISSUE 12: MARCH 2017



NEW POLICY



POLICY REVIEW



REGULAR REMINDER

APPRAISAL AND DEVELOPMENT REVIEW FRAMEWORK

POLICY OVERVIEW

The Appraisal and Development Review Framework (ADR) was introduced in February 2016 and sets out the council's corporate approach to the systematic review of employee performance and development

ADR provides a core framework to complement good day-to-day leadership and management practice and is a focal point for reviewing any performance and development issues discussed during the year.

ADR is aimed at helping individuals focus on what is important to the business of the council and understand how their job contributes to achieving the required business outcomes.

KEY INFORMATION FOR EMPLOYEES

- Your line manager will arrange to have an ADR meeting with you once a year. This meeting will be supplemented by interim progress reviews at 6 monthly intervals or more frequently as necessary.
- ADR is not a substitute for regular one-to-one meetings with your line manager as required by the council's Employee Engagement Framework.
- An ADR meeting will involve:
 - a review of your personal performance and achievements
 - agreeing/confirming your work plan for the next year
 - an evaluation of your performance in relation to the council's core competencies and any specific vocational/professional/technical competencies or standards required of you
 - agreeing a performance development plan
- To get the most out of the meeting, you should be prepared to engage positively with your line manager and ensure that you deal honestly and openly with any feedback you receive or choose to give.

- The ADR process has now been in place for one year and is currently being reviewed in order to refine the process and further improve its effectiveness. A focus group comprising employees and managers has provided valuable feedback on areas for process improvements.

ROLL OUT ARRANGEMENTS

- Services should ensure that records are kept of the date that employee briefings were conducted and the employees who attended. Those records may be subject to internal audit at any given time to ensure that council employment policies are being properly disseminated throughout services.
- Employees should be encouraged to read the ADR Process Overview, Core Competency Framework, General Guidance for Employees and Frequently Asked Questions all available on Mytoolkit and accessible from work and home at:
<https://www.westlothian.gov.uk/hr-services>

HR Policy and Advice
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