



**Overview and Scrutiny Committee
Scoping Report – Performance Appraisal System**

The question that the scrutiny review is trying to answer	How is the appraisal process contributing to effective performance across the organisation and can it be refined?
Key points that the review would like to cover	<ul style="list-style-type: none"> • What is the strategic impact of appraisals, in terms of supporting the delivery of the Council's priorities and performance management? • What appraisal system is in operation? • Is it appropriate and proportionate to the organisation and its current context? • What evidence is there that appraisals are having a positive impact on performance? • What developments may be required to ensure that staff have clear guidance on priorities and that performance is measured and addressed if necessary? • What other forms of staff liaison with team leaders and managers is taking place across the council outside of the formal appraisal process e.g. team meetings, 1-2-1s, wellbeing groups?
Indicators & Measures	<ul style="list-style-type: none"> • Evidence of appraisal activity across all functions. • Evidence of appraisal impacting performance. • Evidence of staff engagement with wellbeing activities and support groups.
Improvements	To be determined from the review.
Other information	<ul style="list-style-type: none"> • Officer workload awareness. • This topic is linked to the ongoing review of the Council's Performance Framework