



PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	10 FEBRUARY 2022
REPORT OF THE:	PROGRAMME DIRECTOR FOR PLACE AND RESOURCES PHILLIP SPURR
TITLE OF REPORT:	SCRUTINY REVIEW ON STAFF APPRAISALS
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To present the Overview and Scrutiny Committee Task Group report and the recommendations from the scrutiny review on staff appraisals

2.0 RECOMMENDATION(S)

- 2.1 It is recommended that
(i) The scrutiny review report at Appendix 1 and the recommendations from the task group be approved.

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 To improve the appraisal process and procedures to help support all staff in identifying and meeting their development needs to improve performance.

4.0 SIGNIFICANT RISKS

- 4.1 The task group wanted reassurance that the appraisal process was running effectively to ensure all staff are supported through the Local Government Reorganisation process.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The staff appraisal process forms part of the Our Organisation strand of the Council Plan 2020-2024, to make Ryedale DC a great place to work. In particular, empowering staff to deliver ambitiously, promoting health & wellbeing support and ensuring that training and development opportunities are available for all employees.

- 5.2 In carrying out the review, the task group considered the appraisal guidance for managers and staff to look at the roles and responsibilities of the stakeholders

involved. The task group also conducted a questionnaire to consult with a random sample of 25 Ryedale District Council staff in gathering evidence for the review. The full results of the staff sample questionnaire were presented to the task group at the meeting held on 9 December 2021.

REPORT

6.0 REPORT DETAILS

6.1 The Terms of Reference set out in the Council Constitution for the Overview and Scrutiny Committee details the function of “reviewing and scrutinising the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas.”

6.2 The Overview and Scrutiny Committee agreed on the scrutiny review topics to be considered at its meeting held on the 28 July 2021, with the membership of the task group for staff appraisals agreed at the meeting held on 30 September 2021.

6.3 A scoping report (set out at Annex A) was agreed by the committee on 30 September 2021, setting out the key question for the review as:

How is the appraisal process contributing to effective performance across the organisation and can it be refined?

6.4 The scrutiny review task group has made seven recommendations, focusing on the process and procedures to be adopted for the annual staff appraisal process for 2022/23. These include:

- Reaffirm the importance of staff appraisals as a key tool for Ryedale District Council to ensure all employees get the maximum possible benefit from their staff development discussions, particularly during the Local Government Reorganisation process.
- That the set period in the year to undertake appraisals should be continued in future years to make it part of the routine for staff and managers to complete these as part of a corporate calendar.
- Officers should consider giving a longer period for the annual appraisals to occur, to give enough time for both managers and staff to effectively plan, undertake and write up the notes from the appraisal meeting.
- Mid-year reviews and catch ups should be encouraged for managers to undertake with staff in March and April to continue the cycle of performance and objective evaluation and to help ensure that service priorities continue to be met with Local Government Reorganisation.
- The escalation process for any issues raised through appraisals should be promoted as part of next set of mid-year/annual appraisals through the staff intranet website and employee communications, to ensure greater awareness and understanding of the options available.

- An overall percentage of staff appraisal completions be included as a key performance indicator (KPI) in the Ryedale District Council Annual Report to Elected Members to allow continued tracking.
- Appraisals for Elected Members on a similar basis to the staff process should be considered by officers as part of the implementation of the member development arrangements for the new unitary authority.

6.5 The full report on the review undertaken into staff appraisals can be found at Appendix 1. This includes a summary of the meetings held and discussion points, along with details of the engagement with staff to come up with the recommendations in the report.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
No implications have been identified.
- b) Legal
No implications have been identified.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)
Staffing - The recommendations of the scrutiny review put forward by the task group aim to improve the staff appraisal process and procedures.
Equalities - The appraisal process is for all Ryedale District Council staff, rather than specific groups, although it is critical that it is applied fairly to all groups.

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Background Papers:

None

Background Papers are available for inspection at:

N/A