



Performance Review Policy

Updated: December 2015

Next revision date: December 2016

1. Objectives

- 1.1. To ensure that the performance review process provides value to both Develop and staff.
- 1.2. To support the future plans of Develop.
- 1.3. To add value to staff through reviewing performance and achievement of individual objectives linked to team and Develop objectives.
- 1.4. To give constructive feedback effectively.
- 1.5. To agree relevant individual objectives and identification of development needs in line with team and with Develop's objectives.
- 1.6. To provide support for Develop's planning process.
- 1.7. To provide ongoing informal review and constructive feedback to staff on their performance and achievement of individual objectives.
- 1.8. To ensure that agreed actions take place.
- 1.9. To recognise achievement.

2. Scope

- 2.1. To cover all activities carried out by Develop.

3. Key Principles

- 3.1. Performance reviews at Develop will ensure that both managers and staff focus on development needs in line with performance requirements at all levels.
- 3.2. Performance reviews will provide an opportunity to reinforce Develop's culture and the objectives that Develop is working towards.
- 3.3. Training will be provided for all managers and staff on performance reviews.
- 3.4. Performance reviews will be on a quarterly basis throughout the year with an end of year review in December
- 3.5. Performance reviews shall:-
 - a. Look at individual's strengths and areas for improvement.

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- b. Look ahead at what is expected of individuals in the coming months, leading to the completion of an Action Plan for New Objectives.
- c. Review performance against the agreed Roles & Responsibilities as well as any additional objectives
- d. New long term objectives should be added to the Roles & Responsibilities document which must be reviewed annually.

4. Staff Responsibility

- 4.1. All staff
- 4.2. CEO has overall and final responsibility for all matters relating to performance reviews.
- 4.3. The day to day management of Develop's performance reviews remains with the CEO, who will ensure that:-
 - a. Adequate resources are made available to implement this policy.
 - b. Adequate arrangements are made to bring this policy to the notice of all staff, individuals, sub contractors and visitors.
 - c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant POP Group meeting or more frequently if deemed necessary.

5. Monitoring and Evaluation

- 5.1. Knowledge and skills of each member of staff is sufficient for their job function.
- 5.2. Monitoring is achieved through the attainment of targets set for individual programmes.
- 5.3. Performance reviews will be used in conjunction with Roles & Responsibilities documents, referred to throughout the process.
- 5.4. This policy is liable to full equality impact assessment annually.

6. Supporting Documents

- 6.1. This policy should be read in conjunction with the following policies and procedures:
 - Equality & Diversity policy
 - Personnel Manual
 - Quality Policy
 - Staff Appraisal Guidelines and forms
 - Quarterly Review Form
 - Staff Handbook
 - Staff Roles & Responsibilities documents

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