

HR&OD POLICIES

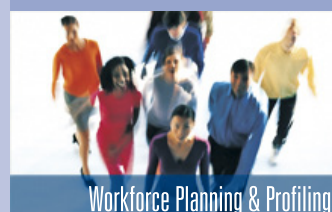
HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

Employee Annual Review Procedure

Aberdeenshire
COUNCIL



www.aberdeenshire.gov.uk



1. PURPOSE

The Employee Annual Review (EAR) is intended to be a meaningful job focused conversation between an employee and their manager or supervisor to:

- Review work performance over the last year
- Recognise and celebrate achievements
- Agree the work priorities for the coming year and plan how to achieve these
- Identify the knowledge, skills and behaviours needed to do the job effectively.

The EAR applies to all employees of Aberdeenshire Council (except virtually all those under SNCT terms and conditions). Please see the Resource Pack for the **Employee Annual Review Form**. The Chief Officers' Appraisal Meeting is an adapted version of this EAR process.

2. PROCEDURE

Please find the **Employee Annual Review Process Flowchart** in the Resource Pack.

Before The Meeting

Each employee and their reviewer should agree a date for their EAR meeting at least a month in advance. It is the responsibility of both parties to prepare for the EAR using the format provided (complete the EAR Review Form - Part 1). The reviewer should ensure the employee has access to the following in advance:

- The vision and mission statement of Aberdeenshire Council
- Job profile and person specification
- Council, service and team plans documentation (as appropriate)
- Last year's review papers.

During The Meeting

The EAR meeting should complete the following tasks:

- The employee should be given time to reflect on their work performance and achievements over the past year, and consider the impact of any learning and support received (refer to the EAR Review Form - Part 1).
- Agree the work priorities and objectives for the coming year and plan how these will be tackled (Complete the Work Plan - Part 2).
- Consider the knowledge, skills and behaviours needed to achieve the objectives (complete the Work Plan - Part 2).
- Plan the learning and support needed to develop the capabilities required (complete Personal Development Plan – Part 3).
- Agree ongoing 1-1 arrangements to monitor actions, provide ongoing support and plan and review learning.

After The Meeting

Send the completed forms to the reviewee and the Personal Development Plan (Part 3) to the EAR Co-ordinator.

3. RESPONSIBILITIES

Individual Employees

Responsible for preparing adequately and actively participating in their own EAR.

Line Managers

Responsible for ensuring completion of EARs for all their staff.

EAR Service Co-ordinators

Responsible for collating the EAR Personal Development Plans and sending a collated response to Learning and Development.

4. GENERAL POINTS

- The reviewer is responsible for completing and processing the paperwork.
- Reviewers may keep records of previous review forms for up to three years.
- The Personal Development Plan may require to be passed to more senior management or training panels to ensure budget is available for the development opportunities requested.
- Any variation in frequency of reviews must be agreed with Learning and Development (arrangements previously agreed for the EDRS to continue).
- Work Plan and Personal Development Plan forms should be completed during a new employee's induction or when an employee moves jobs in the Council.
- Where employees have responsibilities in more than one area it may be necessary to carry out a review for each job. Alternatively managers may agree who will carry out one review where jobs are broadly similar.
- Although agency workers are not required to complete the EAR process, managers may find the paperwork useful in agreeing standards and defining work priorities and objectives.
- 'Zero hours' and short-term sessional workers, including relief staff, may not have an EAR but development matters will be discussed at 1-1 meetings.
- Any disagreement that cannot be resolved between the reviewer and the employee should, in the first instance, be referred to the reviewer's manager or other nominated individual for resolution.
- For more Questions and Answers please see Arcadia. Further questions can also be sent to Learning and Development.

For further advice and guidance on any of the above please contact [Human Resources and Organisational Development](#).

Procedure

Revision Date	Previous Revision Date	Summary of Changes
10-06-2011	-	Creation of all Documents

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