

# RESEARCH COUNCIL APPRAISAL & PERSONAL DEVELOPMENT REVIEW (APDR) POLICY

## Management Guidance

This document provides some additional guidance for managers, employees and the HR team on the Appraisal and Personal Development Review (APDR) policy. It includes the Research Council's APDR Policy, which is contractual. The additional guidance which is shaded, is not intended to be legally binding and does not form part of the Research Council's Policy.

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### **Policy statement**

The Research Council believes that it is important for all employees to be clear about their work roles and responsibilities, their contribution to the organisation, their performance levels, developmental needs and career opportunities.

In order to deliver its mission and strategy effectively, the Council must strive for the highest levels of productivity and performance from its employees and it turn it seeks to support and encourage individual, team and organisational development.

The purpose of the Appraisal and Personal Development Review policy (the APDR Policy) is to set out the principles governing the Review process. Detailed guidance on the process will be issued annually.

The APDR Policy is agreed with the Trade Union Side and complies with legislation.

The scope of the APDR policy, in terms of types of employee/Bands covered, will be included in Council-specific guidance. This policy does not in any way imply employment rights on any category of person where the same do not exist under statute.

The UK Shared Business Services Ltd (SBS) provides HR Services across the Research Councils. However some employees are deployed at establishments/facilities/ships that do not access services from SBS. In these cases references to the SBS or System (Employee Self Service) will not apply and employees should refer to their Research Council HR team for assistance.

Whether a worker is deemed to be a worker or employee is not always clear under employment legislation. In cases where managers or employees have any doubt as to whether the APDR Policy and associated procedure should apply, advice should be sought from the Research Council HR team.

## Principles

- 1.1. The APDR process should be a fair, transparent and equitable process in which an individual's performance is recognised, evaluated and planned.
- 1.2. It is mandatory that all Council employees receive an annual APDR meeting in line with this policy.
- 1.3. All employees should have attended formal training on the APDR process and be competent to perform their role(s) in the process, whether as appraisee/jobholder or as appraiser/line manager.
- 1.4. The ADPR process is designed to:
  - a) review the employee's performance and development over the previous year against agreed objectives;
  - b) consider the employee's learning and development needs;
  - c) provide a forward-looking assessment of the job requirements for the coming year;
  - d) agree further job and learning/developmental objectives for the employee for the reporting period, taking due account of wider organisational objectives; and also consider their longer-term career development;
  - e) encourage dialogue and feedback on progress through the reporting period (by regular one-to-one meetings).
  - f) where shortcomings in performance, attendance or conduct are identified, and if not already done, agree a structured plan for achieving improvement, in line with the Council's capability etc procedures.
- 1.5. In addition, the process should be:
  - a) two-way, with open and constructive dialogue between the jobholder and their line manager. Jobholders are encouraged to self-assess their progress, consider their learning needs, feed in their views at the APDR meeting and take an active role in identifying appropriate objectives for the coming year. The dialogue should then continue through regular progress meetings during the reporting year.
  - b) entirely open. The line manager must discuss the performance assessment with the jobholder before completion of the APDR form. The jobholder must then see the final wording of this assessment following this discussion and can register any disagreement at this point. Subsequently the jobholder will see all other sections of the completed form.
  - c) compliant with the Council's commitment to equality of opportunity in the workplace. The appraisal of individuals must be based solely on how well they perform and line managers' judgements must not be adversely influenced by factors such as disability, race, gender, sexual orientation, religion/belief or age. Similarly, assessments must not be influenced by domestic arrangements, working hours or length of the employee's contract. Uniform and fair standards of assessment will apply throughout the Council.

**2. Policy Review**

2.1 This policy will be regularly reviewed to incorporate any legislation changes. The TUS may request that a policy is reviewed.

**3. Amendment history**

<b>Version</b>	<b>Date</b>	<b>Comments/Changes</b>