

PERFORMANCE REVIEW COMPLETION UPDATE

1. RECOMMENDATIONS

- 1.1 That EMT and the HR Committee notes the performance review data 2020/2021, and supports continued completion of the performance reviews.

2. INTRODUCTION

- 2.1 This report gives an update on Performance Review completion across the Council, and the overall ratings given.

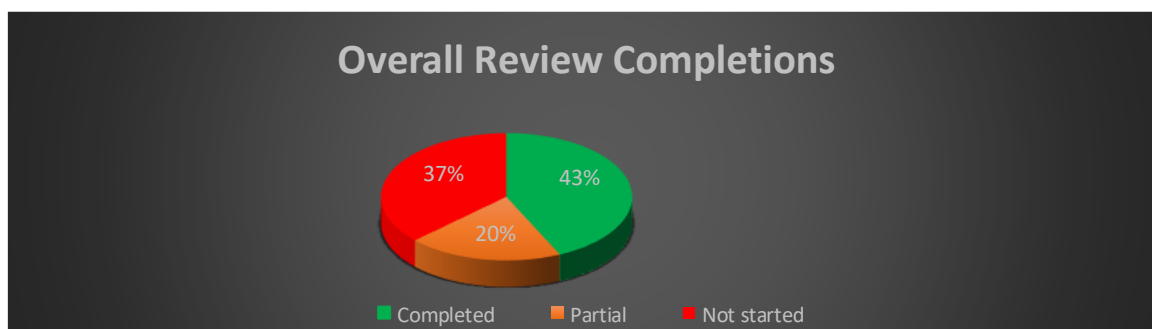
3. BACKGROUND

- 3.1 Our new Performance Review system on the HR Hub went live in July 2020. This followed consultation with Service Managers on content and process, and endorsement from EMT. The HR team ran virtual training sessions and published a guidance YouTube video. The cycle is annual; all Service Managers agreed that all employees should have an annual Performance Review.

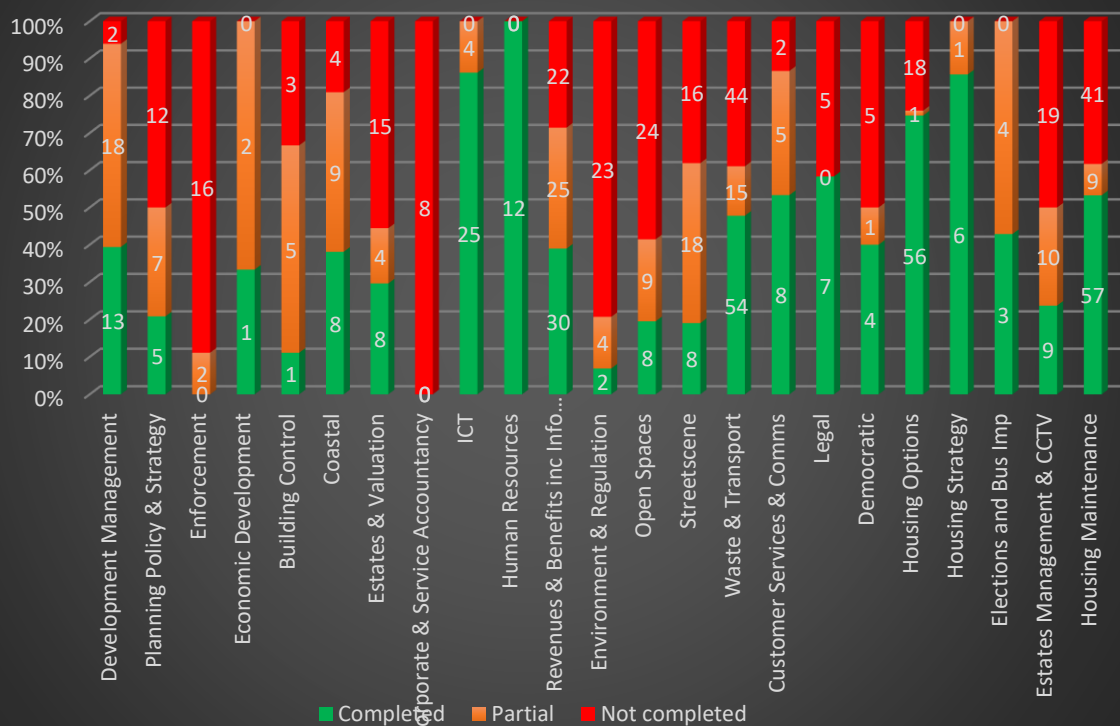
4. COMPLETION AND RATINGS DATA

- 4.1 The graphs and tables below provide an update on completion over the first year to 30 June 2021.

This is provided firstly as a corporate overview, then in graph form and chart by service.



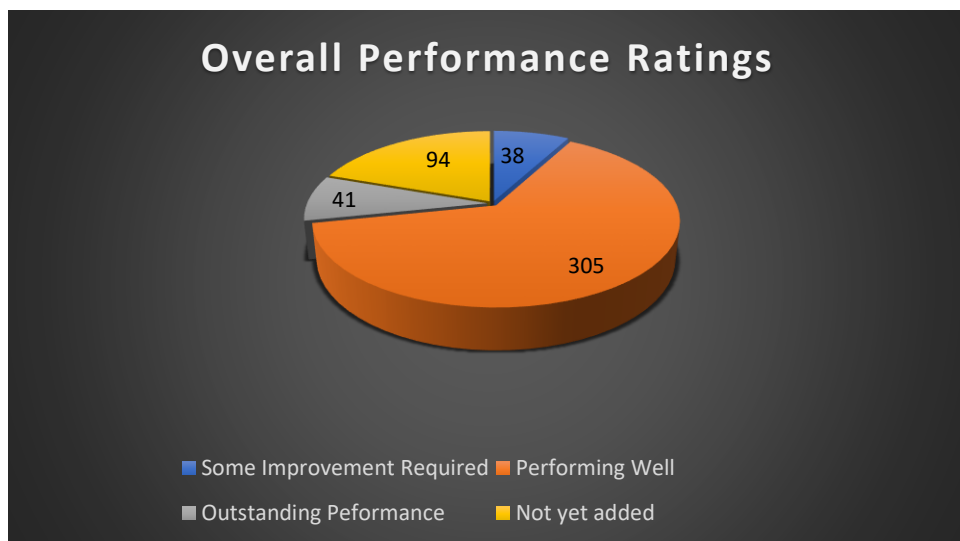
% completed by Service area



Performance Review Completions

Service	Number Completed	Number Partial Completed	Number Not completed
Development Management	13	18	2
Planning Policy & Strategy	5	7	12
Enforcement	0	2	16
Economic Development	1	2	0
Building Control	1	5	3
Coastal	8	9	4
Estates & Valuation	8	4	15
Corporate & Service Accountancy	0	0	8
ICT	25	4	0
Human Resources	12	0	0
Revenues & Benefits inc Info Offices	30	25	22
Environment & Regulation	2	4	23
Open Spaces	8	9	24
Streetscene	8	18	16
Waste & Transport	54	15	44
Customer Services & Comms	8	5	2
Legal	7	0	5
Democratic	4	1	5
Housing Options	56	1	18
Housing Strategy	6	1	0
Elections and Bus Imp	3	4	0
Estates Management & CCTV	9	10	19
Housing Maintenance	57	9	41
Totals	325	153	279

4.2 The pie chart below shows overall performance ratings from those completed. There were no employees rated as 'overall improvement required'. Where ratings are 'not yet added', this means the manager has not yet added them to the form.



5. FURTHER ACTION

5.1 Several services were required to prioritise other tasks in what was an exceptional year. This will be a significant factor in why the overall percentage of completed annual performance reviews fell short of what we would expect. Managers will be reminded that it is an integral part of their management responsibilities to carry out a formal annual performance review for each of their members of staff. Regular 1-2-1's do not replace the need for an annual review.

5.2 To assist with progress for the coming year, we will:

- Promote further through Service Managers
- Offer more training, promoting the online video and 1-2-1 training if appropriate
- Add a front page story to forestnet to bring to all employee's attention
- Provide Interim progress reports to EMT so levels can be checked and completion encouraged.

6. FINANCIAL IMPLICATIONS

6.1 There are no current financial implications arising from this report.

7. ENVIRONMENTAL IMPLICATIONS

7.1 There are no environmental implications arising from this report.

8. CRIME AND DISORDER IMPLICATIONS

8.1 There are no crime and disorder implications arising from this report.

9. EQUALITY AND DIVERSITY IMPLICATIONS

9.1 There are no equality and diversity implications arising from this report. All staff are required to have an annual performance review to ensure a consistent and fair approach to performance management.

10. EMT COMMENTS

10.1 EMT are supportive of this report and agree with the action plan for this coming year.

11. EMPLOYEE SIDE COMMENTS

11.1 None received

For Further Information:

Heleana Aylett
Human Resources Service Manager
Heleana.aylett@nfdc.gov.uk
023 8028 5588

Or

Zoe Ormerod
HR Advisor
Zoe.ormerod@nfdc.gov.uk
023 8028 5588