Employee Review & Development Policy

Document Control

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Version	Changes	Author	Date
1.0	First release	M Thomson	16/08/2022
1.1	Format amendments	L Christie	04/06/2026
1.2	Legislation updated	R Christie	18/08/2026

Introduction

The Board is committed to improving the job satisfaction, potential and performance of all our staff. To support this commitment all staff will benefit from a personal Employee Review & Development (ERD) Plan and receive regular reviews and feedback from their line manager throughout the year.

Policy Purpose

The aim of the Employee Review and Development is to:

- Identify any health, safety and wellbeing issues affecting the employee in their job role and work environment
- Clarify the employee's workload and establish their main work tasks until the next review
- Identify the skills required to perform effectively in their job roles
- Agree any training and development needs to enable the employee to perform effectively
- Provide honest feedback on good work performance, clarify expectations and identify and resolve causes of under performance
- Provide an opportunity to discuss any other issues relating to the job role, including future plans
- Support personal and career development
- Assist with the development of Learning and Development Plans and Succession Plans

Principles

All employees will receive an induction on starting employment with the Board or moving to a new job within the organisation.

Before the induction meeting the manager will plan the annual review arrangements and schedule of meetings. These will be based on the requirements of the job and the individual employee.

The Employee Review & Development (ERD) Plan will be agreed between the manager and employee at least once a year. It includes an annual ERD planning meeting and a series of review meetings. The ERD meeting involves an assessment of progress in the previous year and planning for the year to come.

The ERD planning meeting will be a face-to-face meeting between the employee and their manager and will focus on the following topics.

- Health, Safety and Wellbeing
- Workloads and Objectives
- Performance
- Skills & Development
- Future Plans

Guidance

Guidance, information and tools will be developed and maintained. In relation to employee review & development this guidance will:

- Inform employees and their managers of their entitlement to regular review meetings
- Provide managers with guidance on employee induction
- Support managers with the planning and conduct of review meetings
- Guide managers in the meeting of development needs

Legislation

The development and application of this policy is guided by:

- Equality Act 2010
- Employment Act 2008

Monitoring

To ensure that the policy is operated effectively and achieves its objectives, dates of induction and ERD meetings will be logged and reported for review annually.

2 November 2026