



## People & ICT



# Employee Review & Development Policy

### Document Control

Version	Date	Authority	Change
1.0	27.05.15	Partnership Working Forum / Resources Committee	Standard policy format

## Introduction

The Highland Council 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.

## Aims

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 Service Learning and Development Plans and Succession Plans

## Principles

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

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 partnership through the Highland Council Partnership Framework. 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:

- Equalities Act 2010
- Employment Act 2008

## **Monitoring**

The application of this policy will be monitored through the Highland Council Partnership Framework and the Highland Council Resources Committee.

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

to Directors for review annually.