



People, Performance and Development Committee
24 November 2016

Appraisal Completion Report for Final Appraisals Carried Out in 2016 (to cover performance in 2015/2016)

Purpose of the report:

To provide the People, Performance and Development Committee with an update on the final completion rates for appraisals undertaken in 2016 and covering performance from 1 April 2015 to 31 March 2016.

Recommendation:

It is recommended that the People, Performance and Development Committee:

- i. note the final recorded completion rate for eligible appraisals;
- ii. note that Surrey County Council will now focus on the appraisal year 2017 and the support which services will need in relation to completing high quality appraisals; and
- iii. Continues to request reports providing appraisal completion data in line with the specified appraisal timescales for 2017.

Final completion rates and analysis

1. The majority of directorates achieved a 100% completion rate by the original appraisal completion deadline in May 2016.
2. There were three services who were granted an extension until June 2016, and two services until October 2016.

3. The table below details the final completion rates for 2016.

Service	Directorate	Number of staff	Deadline	Overdue 01/11/2016	% Completion
Educational Psychologist	Children, Schools and Families	44	30/06/16	3	93
Youth Service	Children, Schools and Families	225	30/06/16	24	89
Fire and Rescue Service	Environment and Infrastructure	279	30/06/16	6	98
SUB TOTAL FOR JUNE DEADLINE		548		33	94
Specialist Teaching	Children, Schools and Families	125	31/10/16	88	29
ACL Tutors and Music Teachers	Legal, Democratic and Cultural Services	217	31/10/16	29	86
SUB TOTAL FOR OCTOBER DEADLINE		342		117	65
TOTAL		890		150	83

Conclusions

4. This year has been a great year for completion of appraisals. The implementation of the new pay and reward process which linked appraisals to pay was embraced by Directorates and managers with only a handful of services not quite achieving 100%.

Financial and value for money implications

5. An embedded culture of performance management that has clear expectations of success and fair moderation processes is an essential part of ensuring proper control of the pay bill.

Equalities and Diversity Implications

6. Annual appraisals are an essential way in which the Council ensures its values and behaviours are embedded across the organisation as standard. Maintaining clear and common expectations will ensure fair and objective application of the Pay and Reward Strategy. This is a way of ensuring a culture which is supportive of all cultures and difference.

Risk Management Implications

7. Appraisals are an essential element of a health and safety management culture.

Next steps

That the Chief Executive has conversations with the areas of service who have not quite achieved 100% completion to understand the reasons why.

The HR&OD service will continue to support the application of the pay and reward strategy appraisal and moderation processes. They will continue to support services throughout the year in maintaining equity and fairness, and continuously improving the high standard of performance expected by Surrey County Council employees.

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Sources/background papers: None

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