

<b>SUBJECT:</b>	<b>PERFORMANCE MANAGEMENT POLICY</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE AND TOWN CLERK</b>
<b>REPORT AUTHOR:</b>	<b>ALI THACKER (HR AND PAYROLL TEAM LEADER</b>

## **1. Purpose of Report**

- 1.1** To provide Executive with an overview of the proposed changes to the Councils Performance Management Policy (formally known as The Capability Policy), and to request that Executive formally approve the reviewed policy.

## **2. Background**

- 2.1** HR continue to review the Council HR policies to ensure they are in accordance with best practice and remain fit for purpose. HR have reviewed the above policy, and this report provides a brief summary of the changes.

## **3. Performance Management Policy**

- 3.1** This proposed policy will replace the Councils current Capability Policy.
- 3.2** The Performance Management Policy is to help and encourage all employees to achieve and maintain acceptable standards of performance in their work. To achieve this, this procedure has been developed to deal with circumstances where an employee is failing to carry out the duties of their job to an acceptable standard, for reasons related to capability.
- 3.3** This policy has been completely reviewed and re-written to bring it in line with best practice and also to make it more user friendly, by breaking it down into separate appendices for each stage.
- 3.4** This policy has also been reviewed following responses/feedback from the staff survey which outlined that performance could be managed better, and has therefore been reviewed to ensure that it is user friendly for managers to manage performance issues.

## **4. Organisational Impacts**

### **4.1 Finance**

There are no finance implications arising from this report.

## **4.2 Legal Implications including Procurement Rules**

There are no legal implications arising from this report

## **4.3 Equality, Diversity and Human Rights**

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

There are however no specific Equality, Diversity and Human Right implications arising from this report.

## **4.4 Human Resources**

The proposed changes have been discussed with Unions during local HR and Trade Union meetings. The Trade Unions requested some minor changes to the proposed policy which have been incorporated, and Unions are supportive of the changes.

Unions have however outlined that they wish for the appeal time to be extended from 5 days to 10 days (within Appendix 5). Unions feel this will ensure that employees have more time to consider if they wish to appeal or not.

HR's view is that this should remain at 5 days, and where necessary a presiding officer could consider a change of the appeal timescales on a case-by-case basis (taking into account the circumstances) at that time.

The Joint consultative committee view was that having the Presiding Officer determine appeal times could be subjective and felt that an agreed appeal time was essential to enable due process to be followed. In addition, it was felt that an extended appeal time of 10 days would enable trade union representatives sufficient time to consider if there are grounds for an appeal.

It was therefore recommended that the report proceeded to Executive with the recommendation from JCC that the appeal time be extended from 5 days to 10 days. If this is agreed the enclosed policy will be implemented with the appeal time period extended to 10 days (as opposed to 5 days).

## **4.5 Land, Property and Accommodation**

Not applicable.

## **4.6 Significant Community Impact &/or Environmental Impact**

Not applicable.

#### **4.7 Corporate Health and Safety implications**

Not applicable.

### **5. Risk Implications**

#### **5.1 (i) Options Explored**

Not applicable.

#### **5.2 (ii) Key risks associated with the preferred approach**

Not applicable.

### **6. Recommendation**

- 6.1** That Executive consider the proposed policy changes for formal approval and consider if the appeal time period should be changed to 10 days as opposed to 5 days.

**Is this a key decision?**

No

**Do the exempt information categories apply?**

No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?**

No

**How many appendices does the report contain?**

2  
(Performance Policy and Performance Improvement Plan)

**List of Background Papers:**

None

**Lead Officer:**

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