

Performance Management policy

Introduction

1. This policy applies to all:
 - employees of HEFCW;
 - long term agency staff; and
 - secondees.

Statement of Policy

2. HEFCW is committed to supporting staff to perform to their best abilities.
3. HEFCW will have a formal performance plan and review mechanism in place to which all employees must adhere.
4. The formal procedure will promote:
 - consistency in performance management across the organisation; and
 - the equal treatment of all staff during the performance management process.
5. HEFCW's values and behaviours are part of the formal performance procedures and should be considered at all stages.
6. Appraisal training will be given as and when required to familiarise staff with the performance system, and to also ensure that line managers fully understand how to conduct performance reviews.

Responsibility and Reporting

7. Line managers are responsible for
 - ensuring that their jobholders have an agreed performance plan in place;
 - conducting an interim review with the jobholder; and
 - conducting a final review with the jobholder.
8. Countersigning officers are responsible for:
 - ensuring that line managers understand the system and are producing fair and consistent plans and reviews;
 - including specific comments on the jobholder's performance when agreeing the final review; and
 - overseeing that all performance plans and reviews within their team are completed.
9. Jobholders are responsible for ensuring they contribute to the performance plan, interim review and final review.
10. Management Board members are responsible for ensuring that their teams complete performance plans, interim and final reviews.

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11. HR is responsible for:

- explaining the performance review process, the assessment scales and their descriptors to all staff.
- ensuring that staff are kept up to date with any changes to the process;
- following up incomplete performance plans or reviews; and
- review the policy and procedures and update the documents as required.

Supporting procedures

12. HEFCW's Performance Management policy is supported by:

- Performance and Development Review (PDR) procedures
- Electronic PDR system
- Grievance Procedures
- Disciplinary Procedures
- Training policy

Version	Date	Comment
0.1	March 2014	First draft of policy in line with new PDR procedures and the policy review project.
0.2	May 2014	Revised by Management Board following review
0.3	June 2014	Endorsed by Works Council following all staff consultation
0.4	June 2014	Equality Impact Assessment completed
1.0	July 2014	Approved by HR Committee