Service Policy: PODPOL06 Values Based Appraisals Policy

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3.4	April 19	[redacted]	Annual review
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Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
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Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments

Related Documents:

Doc. Type	Ref No.	Title	Location

Distribution List:

Name	Position	Department

Sign-Off List:

Name	Position

Target Audience:

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
X						

Ownership:

FOI exemption required?	Yes		URL	
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Title	

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POLICY

PODPOL06 Values Based Appraisals Policy

1. Policy Introduction and Background:

Values Based Appraisals are an essential part of the overall performance management process. It is a means by which every individual employee's performance is aligned with Service Objectives, the Service's Leadership Behaviours, Values and our Core Code of Ethics. Whilst an appraisal process has been embedded in the organisation through the implementation of the Learning Management System (LMS) the revised process has at its heart a values based approach in line with our commitment to building a values based organisation.

The Values Based Appraisal process is fundamental to the achievement of one of our aims – **We will always be the best that we can be.** The process is a robust and fair appraisal of an individual's performance as well as a means of setting objectives aligned to our core values and service plans.

The Appraisal process provides a systematic means of both celebrating and reflecting on achievements over previous year, which will help to boost morale and motivation. The Appraisal also helps to create a culture of open communication within a team and will help managers to understand how an individual is performing and how this impacts on the overall team performance. In addition, it is designed to identify appropriate learning and development opportunities to enhance performance as well as creating improvement plans to remedy any performance gaps.

The process achieves the following outcomes:

- Conducting a quality Wellbeing conversation to support individual physical and psychological wellbeing
- Review of performance against values, behaviours and the core code of ethics.
- Review of performance against the job role and set objectives
- Reflection on our Colours Profiles
- Communicating performance expectations
- Establishing individual objectives both from the Manager's perspective to ensure delivery of the department plans as well as giving individuals the opportunity to contribute their ideas to the department.
- Enabling and supporting people to achieve results
- Assist people to fulfil their role as well as develop within it and beyond it
- Agree any learning and development needs

Quality Assurance

POD liaise with senior managers to ensure that the process is embedded and is being applied consistently across the Service. Failure to participate in the process will be addressed by Senior Management.

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Training will be undertaken with all managers to ensure consistency and to embed robust processes. Evidence to support feedback will be integral to the process.

For training needs identified at staff appraisals POD require a clear business rationale for the request before any training will be approved.

Link to other strategies

The appraisal process ensures that open and frank discussions are held to both recognise and celebrate exemplar behaviour as well as identify measures to maximise and encourage discretionary effort. Performance will be categorised in the following way: -

OUTSTANDING:	Performance consistently exceeded expectations across all elements of the Appraisal
GOOD:	Performance was consistently good across all areas of the Appraisal and may have exceeded expectations on occasion.
SATISFACTORY:	Performance has allowed all areas of the Appraisal to be achieved.
REQUIRES IMPROVEMENT:	Performance does not meet expectations in some areas.
INADEQUATE:	Performance has not allowed them to meet the expectations of their Appraisal.

Failing to agree.

Both the Line Manager and employee should have an open and honest conversation around performance based on evidence. Guidance documentation provides work examples to illustrate each of the behaviours.

Should a difference of opinion occur either during the discussion or as a result of the written summary, the appraising manager will be expected to take the lead in gaining consensus. Where it is not possible to achieve agreement the individual can utilise existing procedures.

2. Policy Explanation:

Key Principles

- Embeds the Values, Leadership Message and Core code of ethics
- It clearly sets out expectations in an open and transparent manner
- It is a two-way process which encourages individuals to contribute their ideas to service planning
- It complies with all legal frameworks
- It is evidence based to maintain impartiality

3. Policy Implementation:

The appraisal process incorporates all staff up to and including the Chief Fire Officer.

Appraisals should be held once a year in line with service planning with a review process built in within six months.

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It is a two-way discussion between the Line Manager and employee which not only enables the manager to discuss work objectives but encourage individuals to develop objectives themselves to actively engage staff in making a difference in their place of work and wider community.

All Policies can be found on the Website

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