

Appraisal Policy

Inmind Reference:	HR04
Category:	Human Resources
Version Number:	1
Reviewed on:	February 2018
Next review date:	February 2020
Lead Officer:	HR Manager
Equality Impact Assessment completed:	Yes

Applicable Legislation/Regulations:

The Equality Act 2010
The Care Act 2014

Codes of Practice:

ACAS Good practice guidance "How to Manage Performance"

Purpose:

To ensure that all staff within Inmind Healthcare Group receive a meaningful appraisal review aimed at support and development opportunities, and that this is regularly reviewed and monitored. To support managers in the appraisal review, offering support and development to all members of their team.

Version Control Table

Date Ratified	Version Number	Status
	1	Live

Date	Key Revision
15/02/18	Changed from Probation and Appraisal Policy to Appraisal Policy Focusing on staff development

Please check to ensure this is the most current electronic copy of this document as it is updated and published in electronic format only (hard copies may become out of date).

1.0 The Policy

- a) Inmind Healthcare Group recognises the importance of appraisal aimed at developing all individuals who work within it. Meaningful development in the workplace can increase employee engagement, promote positive leadership, aid in retention of employees, encourage a positive organisational culture, and through two-way feedback, empower all individuals to deliver high quality care to those who use its services. For employees development can enable individuals to become more effective in their jobs, gain career progression and provide opportunity for personal growth.
- b) For these reasons, Inmind is committed to the development of all those within it, and has procedures in place to ensure that development activity is embedded within day-to-day practice.
- c) All staff are required to take an active role in their own development, to ensure that they continue to develop and build upon the skills and abilities they require to deliver high quality care to service users.
- d) For this reason, all staff are expected to engage fully with all processes set out within company policy to facilitate this.
- e) If any employee is unable or unwilling to engage in their own development, or support offered by Inmind, this will be addressed as a conduct issue through Inmind's Disciplinary Policy.

2.0 The Procedure

2.1 Key points to remember regarding this procedure

- a) Although the formal Appraisal meeting is normally an annual event, the development process itself is an ongoing cycle of review, development and evaluation, linked to organisational and individual development needs.
- b) The annual Appraisal, in practice, forms a key part of the supervision process throughout the year, and it is through an individual's regular supervisions that the Development Plan resulting from the review should be monitored and reviewed.
- c) The Annual Appraisal Development Review is **not** a tool for managing substandard performance.
- d) If an employee's performance at any time falls below the expected standard, then this issue should be addressed immediately via the Inmind's Performance Management Policy.
- e) For the purpose of the Appraisal, a "line manager" is considered to be any individual who has responsibility/accountability for the work of the individual being reviewed. Therefore a registered nurse may be considered as the "line manager" of a support worker, as they are accountable and responsible for the individual's performance and development in the course of their day-to-day duties.
- f) It is therefore the responsibility of the Registered Manager to ensure that any individual requested to carry out an Appraisal is provided with the support to be able to do so to a high standard.
- g) It is the responsibility of the individual conducting the appraisal, to be able to do so to the appropriate standard. If an individual feels they are unable to perform this duty, they must raise this with the Registered Manager as a matter of priority.

2.2 Conducting an Appraisal

- a) An Appraisal should take place annually between an individual member of staff, their line manager.
- b) This meeting will culminate with those present agreeing a 12 month Development Plan for the individual, based on the issues and aspirations discussed.

2.3 Reviewing an individual's Development Plan

- a) An individual's Development Plan must remain a "live" document.
- b) To ensure this takes place, the individual and their manager have a joint responsibility to ensure that the Development Plan is reviewed and monitored throughout the 12 month period.

- c) If at any time either the individual or their manager has any concerns relating to either the implementation of this procedure, or the progress being made, they should raise this. If the issue remains unresolved, it should be raised, as a matter of priority, to the individual's Registered Manager.

2.5 Monitoring and Auditing

- a) All Appraisals should be stored in the individual's file to be retained by the Registered Manager.
- b) It is the responsibility of the Registered Manager to regularly monitor appraisals to ensure these are taking place regularly and to the expected standard.
- c) Ultimate accountability for ensuring that this procedure is implemented to a high standard lies with the Registered Manager.

Appendix 1

Equality Impact Assessment for this policy

Protected Characteristic (domain)	Area of conflict	Resolution
Age	Nil	N/A
Disability	Nil	N/A
Gender Reassignment	Nil	N/A
Pregnancy & Maternity	Nil	N/A
Race	Nil	N/A
Religion or Belief	Nil	N/A
Sex	Nil	N/A
Sexual Orientation	Nil	N/A
Marriage and Civil Partnership	Nil	N/A

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you feel you are disadvantaged by this policy, please contact the Registered Manager and the service will actively respond to the enquiry.