

Report to:	MSMTM
Report by:	Helen Gardner-Swift
Meeting Date:	19 September 2023
Subject/ Title: (and VC no)	Performance and Development Framework (P and DF) 2022-23 VC194226
Attached Papers (title and VC no)	None

Purpose of report

1. The purpose of this Committee Report (CR) is to provide an assurance report on the Performance and Development Framework (P and DF) for the reviews carried out in respect of 2022-23, in line with the Governance Reporting Arrangements (GRA).

Recommendation and actions

2. I recommend the following:
 - (i) the Senior Management Team (SMT) notes this assurance report
 - (ii) this CR is published in accordance with the recommendation set out in paragraph 22

Executive summary

Background

Employee Handbook (EH)¹

3. The P and DF is incorporated into Part 2 of the EH instead of being a stand-alone policy. The policies and procedures in the EH are kept under review and monitored on an ongoing basis, taking account of legislative requirements, recommendations, guidance and good practice.

P and DF

4. The P and DF is designed to:
 - identify personal strengths and development needs
 - recognise good performance
 - support the achievement of objectives
5. The core elements are:
 - personal objectives
 - personal development plan (including identifying learning and development needs)
 - ongoing performance management
 - performance and development annual review and in-year review meetings.

¹ VC153224

6. The P and DF is designed so that the core elements can be used flexibly, reflecting the requirements of the role, the individual and the line manager.
7. The GRA include a requirement for me to provide assurance on the P and DF, including:
 - details of number of reviews completed and timescales achieved
 - outcomes, for example, organisation or team level (i.e. not individual) in terms of meeting objectives

Office premises, remote working and hybrid working

8. Our office premises re-opened on 3 May 2022 and all members of staff can work in the office premises and remotely. As an organisation, our priority has been to continue to provide services and guidance while safeguarding the health, safety and wellbeing of all members of staff. At present, the majority of staff are hybrid working. A handbook to facilitate the return to the office premises and hybrid working has been issued to all members of staff².
9. In 2022-23, external management training was provided line managers in the following areas:
 - menopause awareness
 - performance management
 - equalities and diversity
10. Throughout the year, performance management discussions should also have reflected:
 - the challenges that members of staff may be experiencing when working remotely
 - the support available to help manage challenges
 - the wellbeing of members of staff

P and DF 2022-23

Number of reviews completed and timescales achieved

11. Annual performance and development meetings should be held each year between 1 April and 31 May (although some may be carried forward into June due to annual leave commitments, etc).

12. **s38** [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

Outcomes e.g. organisation or team level (not individual)

13. As part of each review, there is an assessment as to whether the member of staff has met their personal objectives. For 2022-23, all members of staff who were reviewed met their personal objectives (100%). This is a very good achievement.

² C5 Returning to and working in the office premises and hybrid working Handbook – VC181214

Assurance

14. Taking account of the above, I am of the view that the P and DF remains effective, particularly as regards the staff who had annual reviews.

Risk impact

15. The P and DF is a control which supports achievement of our HR governance objectives.

Equalities impact

16. There is no direct equalities impact arising from this report. However, in undertaking performance management, line managers should have regard to any relevant equalities issues that arise, and their impact on a member of staff, and seek guidance (as necessary) from their Head of Department or from the HOCS.

Privacy impact

17. There are no direct privacy impact issues arising from this report.

Resources impact

18. Performance management meetings require the input of resource from both managers and team members.

Operational/ strategic plan impact

19. None

Records management impact (including any key documents actions)

20. None

Consultation and Communication

21. No consultation has taken place prior to this CR being considered by the SMT.

Publication

22. I recommend that this CR is published but that paragraph 12 is withheld from publication on the basis that the exemption in Section 38 of the Freedom of Information (Scotland) Act 2002 would apply if a request were, at this stage, to be made for the information.