

Report to:	MSMTM
Report by:	Claire Stephen, Head of Policy and Information
Meeting Date:	Agreed via email
Subject/ Title: (and VC no)	Performance and Development Framework 2024-25
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&DF).

Recommendation and actions

2. I recommend the following:
 - (i) the Senior Management Team (SMT) notes this assurance report
 - (ii) that a review of our P&DF is undertaken to ensure that we are following best practice and to identify where efficiencies can be made.
 - (iii) this CR is published in accordance with the recommendation set out in paragraph 18

Executive summary

Background

P&DF

3. The P&DF is designed to:
 - identify personal strengths and development needs
 - recognise good performance
 - support the achievement of objectives
4. 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.
5. The P&DF is designed so that the core elements can be used flexibly, reflecting the requirements of the role, the individual and the line manager.
6. The GRA requires assurance on the P&DF, including:
 - details of number of reviews completed and timescales achieved
 - outcomes e.g. organisation or team level (i.e. not individual) in terms of meeting objectives

2024-25

Number of reviews completed and timescales achieved

7. Annual performance and development meetings should be held between 1 April and 31 May.
8. In 2025, 28 annual reviews were carried out and the majority of these took place within the required timescales.

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

9. As part of each review, there is an assessment as to whether the member of staff has met their personal objectives. For 2024-25:
 - All staff met their personal objectives

Assurance

10. I am of the view that the P&DF remains effective, however, it has been a significant time period since a review and therefore a refresh to streamline and to ensure best practice may be required.

Risk impact

11. The P&DF is a control which supports achievement of our HR governance objectives. Having adapted the P&DF for the circumstances in which we are working has mitigated the risk of having either no P&DF, or an ineffective P&DF, in place for 2024-25.

Equalities impact

12. 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.

Privacy impact

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

Resources impact

14. No resource impact. However, there may not be scope to conduct a review of the P&DF within 2025/26 operational plan.

Operational/ strategic plan impact

15. None

Records management impact (including any key documents actions)

16. None

Consultation and Communication

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

Publication

18. I recommend that this CR is published.