



Appraisal and Capability Policy

Aims

For all staff to feel valued in their work, to have clear goals and structures to work towards as well as the support to achieve these goals. This policy applies to employees only.

Appraisal and capability procedures

Employees will have formal appraisal meetings, where their performance will be reviewed and targets set for the following period. These appraisal meetings will also discuss any pay progression.

Interim appraisals may take place between the annual appraisals if they and their line manager feel it would be helpful.

If team members do not or are likely to not meet your appraisal targets, then their manager may choose to set interim targets. Support will be offered and a clear action plan drawn up. If these staged targets are not met, despite support, then this may lead to termination of the team member's contract.

Pay and promotions

Staff's level of pay is made clear in your contract, whether you are an associate or an employee. Any pay progression is discussed at their annual appraisal and confirmed in writing.

Promotions are normally advertised internally or externally. If a team member is successfully appointed to a post their contract will be altered or they will be given a fresh one.

Staff development and Continuing Professional Development

The Root Of It hold regular team meetings, which all team members are invited to. Apart from administrative topics, these are envisaged as opportunities to provide peer CPD sessions and also team supervision sessions. Practitioners are encouraged to bring along anonymous details of cases they are working on for the team to discuss.

Specific CPD opportunities may be offered to individuals, these will be discussed on an as and when basis. If a team member would like to attend a specific CPD event, they will discuss their requirements with their line manager.

Responsibilities

All team members are responsible for ensuring their work is of a high standard and that if further support is needed that they seek it.

Review

This policy will be reviewed annually.

April 2015