

GUIDELINES TO ASSIST INSTITUTIONS IN DEVELOPING THEIR STAFF REVIEW AND DEVELOPMENT SCHEME¹

1. Frequency of Review

For new members of staff, the first appraisal should take place at the end of the probationary period for the post, once a decision has been made to confirm the appointment. Subsequent reviews and those for existing members of staff should take place at least on a biennial basis.

2. Confidentiality

The details of the discussion during the review should remain confidential between the reviewer and the member of staff being reviewed and the Head of institution or his/her nominated representative, who signs the record of the review.

With the member of staff's agreement, details of formal training needs may be sent to the institution's staff development liaison officer or direct to CPPD for appropriate action to be taken in terms of reviewing appropriate training provisions.

A copy of the review document should be given to the member of staff. The original copy should be stored securely in the institution, to be accessed only by the Head of institution (if specified in the institution's scheme) and the reviewer.

3. Documentation following Review

The documentation to be completed following the review should be specified in the institution's scheme. The reviewer and member of staff can use any action plan drawn up to monitor progress and as a reminder of the member of staff's planned training and development activity during the intervening period before the next review.

4. Other Schemes

In developing the institutional scheme, the Head of institution will need to take into account other appraisal arrangements, specifically the Follett Report and the Career Management Scheme.

The recommendations of the Follett Report² lay out arrangements for a joint appraisal scheme (between the University and the NHS) for clinical academic staff (consultants), setting out in detail the preparatory reference material to be collected, documentation to be completed and action to be taken following appraisal.

The Career Management Scheme³ incorporates the appraisal scheme for contract research staff and sets out arrangements for a career management review and the report to be subsequently completed.

¹ Taken from Annex 3 of the Joint Report of the Council and the General Board on a revision of the arrangements for appraisal, *Reporter*, 2003-04, 15 Dec 2003.

² Joint University/NHS Appraisal Scheme for Clinical Academic Staff (Consultants).

³ Circular of 3 Nov 03 - 'CRS: Probationary Arrangements and Career Management Scheme'.