***Performance Review Discussions Q & A’s***

***Section 2 - Communicating the Fundamentals***

***1. Organisational Fundamentals***

In the first part of this section managers are asked to discuss the headline information happening within the Council with all employees. Managers should give a brief overview of each element which sets the PRD into context for each employee therefore making it real for everyone. Below are some of the commonly asked questions for completing this section.

***Q. What information do I need to share about the Golden Thread?***

***A****.* Managers should explain how the Council Plan objectives are divided up between each directorate and how these are then allocated to each team as part of the Working for Dudley Plan. This enables managers to ensure that everyone works on objectives that directly contribute to the achievement of organisational goals and enables everyone to see where they fit into the bigger picture. These objectives should be regularly visited in supervision/1-1 meetings to ensure the employee is on target. In some circumstances targets will be discussed in team meetings to assess team objectives/targets instead of individual progress. On these occasions, the manager will ascertain the progress of the ‘team’ on its delivery in accordance with plans & the service provision

***Q. How can I assess what Values & Behaviours each individual has applied in the last 12 months?***

***A.*** Managers can ask each employee to complete the self Assessment Toolkit before the PRD takes place. This can be discussed jointly giving both an opportunity to express how the employee has applied the Values and behaviours in the workplace. Follow the link below, scrolling down to select the self assessment form choosing: **open in excel and edit** for the most optimum version. This is currently an optional extra to the PRD but a great way to embed the Values and Behaviours against individual achievements

[**https://connect.dudley.gov.uk/support/Pages/Learning-and-Development/Performance-Review-Discussions.aspx**](https://connect.dudley.gov.uk/support/Pages/Learning-and-Development/Performance-Review-Discussions.aspx)

***Q. What Safeguarding issues do I need to address?***

***A*** Think about what Safeguarding means for your team and the work they do. Safeguarding are measures taken to protect the health, wellbeing, and human rights of individuals, which allow people — especially children, young people and vulnerable adults to live free from abuse, harm and neglect. This now also applies to any young person or child at risk of extremism. Managers need to ensure that employee’s understand they have a responsibility to report anything they see in their day to day duties that they are concerned about. They should report in the first instance to their manager. Additionally in the case of a safeguarding against being drawn into extremism emergency, follow the advice in the link. <http://dudleysafeandsound.org/prevent.html>

 ***Q. What do I need to discuss with the team about Information Governance?***

***A*** Think about what is happening within the Council and your service. Are there things you need to discuss to help protect the Council in relation to the work you do? i.e. In your role do you come into contact with peoples personal details and what steps can you take to protect the information you have access to or sight of.

***Q. How do I find out if my employees feel valued?***

***A.*** Throughout the PRD managers will be able to ascertain how their employees are feeling about work in general through discussion and the answers given. This element is about knowing the people who work for you and valuing the relationship you have. Check if your employees have the tools they need to undertake their job satisfactorily and that they feel they can contribute their views and ideas openly.

***Part 2 of this section concentrates on the Directorate Fundamentals***

Managers are asked to discuss any area that is relevant for their directorate and concentrates on any changes that have happened or are impending that will have a direct impact on their employees. i.e. this can be anything from a change in office accommodation to a new computer system being implemented. Discuss what/how these changes will affect the directorate and its employees.

***Part 3 is the final area that concentrates on Team fundamentals***

Managers are asked to take the opportunity to discuss anything that will be happening to the team/individual in the next 12 months and the impact/implications for the team/individual. It also gives managers a chance to discuss individual wellbeing and any impact or concerns they or the employee may have now or following any impending changes.

Managers can also add to the main headlines given as an outline in this section if they have something they need to discuss that doesn’t ‘fit’ into one of the suggested categories. As part of the organisations transformation, employees will continue to flex and grow by undertaking new challenges and ways of working. The PRD allows a conversation between managers and employees to happen and gives everyone an opportunity to be part of this exciting future.

***V 2: updated April 2017***