

For Noting

Agenda Item: 10.4
Date of Meeting: 25/03/2026

To: The Management Committee
From: Corporate Services and HR Manager
Subject: Review of Staff Performance and Training Review Policy

1. Introduction and Purpose

- 1.1 The above Policy is due for review as per the Policy Review Timetable. It has been classed as a routine review and therefore does not require Committee approval.
- 1.2 The purpose of this report is to advise the Committee of the outcome of the review and provide a summary of any changes made.

2 Review of Staff Performance and Training Review Policy

- 2.1 As part of the review, I considered any legislative and working practice changes. Following the review, changes to the policy were made as follows:
 - Section 7.1 Correcting the reporting procedure to Committee following the completion of PTR's
 - Sections 8,9,10 (Data Protection, Equalities and Human Rights, Risk Management): Updated wording in keeping with current approach to these 3 areas.
 - Equality Impact Assessment completed
- 2.2 A copy of the track change version of the Policy can be found in the Resources Section of oneAdvanced > Policies > Policies for Review March 2026.

3. Risk

- 3.1 When considering the implementation of the Staff Performance and Training Review Policy, we have identified the main risk under the following risk category and the measures we have taken to mitigate such risks.

Risk Category	Mitigating Measure
---------------	--------------------

People	Having an appropriate Policy in place and conducting PTRs in line with timescales
--------	---

4. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Review of Staff Performance and Training Review Policy	6. Use resources efficiently and effectively

5. Application of our Core Values

Area	Related Core Value(s)
Review of Staff Performance and Training Review Policy	<ul style="list-style-type: none"> • Efficient and Responsible • Excellent and Committed

6. Compliance and Assurance

- 6.1 Having a Staff Performance and Training Review Policy in place, and periodically review it, contributes to good governance. This approach means we are compliant with Regulatory requirements as follows:

Compliance Source	Details
Standard 4 - The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.	GS4.1 The governing body ensures it receives good quality information and advice from staff...

6.2 Evidence Bank

Evidence	Assurance Exercise Location
<ul style="list-style-type: none"> • Cover Report • Staff Performance and Training Review Policy 	GS4.1

- 6.2.1 Committee is reminded that our Assurance Exercises are available in the Committee Log-in Area of our website, which Committee can access at any time.

7. Summary

- 7.1 As per the Policy Review Timetable, the Staff Performance and Training Review Policy is now due for review. This was classed as a routine review and, therefore, does not require to be presented to Committee for approval.
- 7.2 The outcome of the review resulted is one non-material change to the policy as detailed in Section 2.
- 7.3 Risk has been considered at Section 3.
- 7.4 Section 4 shows how having an appropriate Staff Performance and Training Review Policy and periodically reviewing it, contributes to the delivery of our strategic objectives.
- 7.5 Section 5 shows how having an appropriate Staff Performance and Training Review Policy and periodically reviewing it, contributes to the application of our Core Values.
- 7.6 Section 6 sets out how we comply with Regulatory requirements.
- 7.7 Committee is asked to note that the Staff Performance and Training Review Policy was reviewed in line with our Policy Review Timetable and necessary non-material changes made. Committee is further asked to note that a copy of the Policy (track change version) is available in the Resources Section of oneAdvanced> Policies > Policies for Review March 2026.