



# ISLE OF WIGHT CRICKET BOARD

## Performance Appraisal Policy

### **Underlying Principles**

Performance Management (appraisal) is a continuous process for identifying, evaluating and developing the work performance of employees, so that the goals and objectives of the Board are more effectively achieved, while at the same time benefiting employees in terms of recognition of performance, professional development and career guidance.

### **What is performance management (Appraisal)?**

Performance management describes the arrangements that employers use to maintain, and improve the performance of their workforce so that the organisation achieves its goals.

Performance management arrangements connected to colleagues employed by the Isle of Wight Cricket Board will involve:

- employees being set performance targets;
- meetings between a line manager and staff member to discuss their performance;
- assessing employees against their performance targets;
- requesting feedback from key partners/stakeholders; and
- a record of performance being kept.

The appraisal process should be seen by the reviewee and the reviewer as the opportunity for professional dialogue. The reviewee has the responsibility in this process to ensure they are well prepared for their meetings having considered objectives that they feel would be appropriate and to gather evidence to support their progress against the objectives set. The reviewer has a responsibility to ensure they know and understand the work of their reviewee, provide support and dialogue and follow the appraisal process as outlined in this policy.

### **Why we think managing performance important?**

Good performance management is essential to get the best outcome for the Isle of Wight Cricket Board and the workforce. If performance is not managed well, staff are unlikely to perform at their best.

As a Cricket Board, we believe that good performance management arrangements can help:

- motivate our staff;
- check that all staff are making valuable contributions towards our goals;
- recognise and acknowledge the good work of employees; and
- spot and improve poor performance.

### **How will it work - maintaining effective performance management arrangements**

The appraisal period will run for 12 months from 1<sup>st</sup> January to 31<sup>st</sup> December, with a mid-year review scheduled in July to review progress towards meeting targets

The Chair of the Board will appoint members to facilitate the process and report to the Board on compliance against the agreed procedures. The agreed statements will only be shared with the employee, lead Board member for the process and the Chair of the Board.

### **How we will measure Employee performance**

As a Board, we believe that staff should be set challenging but achievable performance targets. Three objectives will need to be agreed:

1. Performance linked to an agreed job description
2. Linked to Strategy / Agreed Work Programmes
3. Professional development

We will ensure that performance targets and evaluations do not discriminate against employees because of their: age/race/sex/gender reassignment/disability/religion or belief/sexual orientation/marriage and civil partnership/pregnancy and maternity.

### **Appeal Process**

Should an employee of the Board wish to appeal against the outcome of a performance management review, he/she must appeal in writing within 10 working days of the receipt of the outcome statement to the Chair of the Isle of Wight Cricket Board, setting out the grounds of appeal. The Chair will acknowledge receipt of the appeal and nominate a member of the Board to review the process and representations received. A report will be prepared in order for the Chair to make a decision