People Performance Policy

Policy principles

1.1 The following principles underpin the People Performance policy:

- Performance will be pro-actively managed with a focus on continuous improvement and individual development, and managing poor performance in order to facilitate efficient business delivery in line with the Civil Service values.
- Performance will be managed in a fair and transparent way reinforced by Civil Service values and the policy complies with: employment legislation; Advisory, Conciliation and Arbitration Service (ACAS) best practice; Equality Act 2010; and the Civil Service Management Code.
- Performance will be managed in line with the Civil Service Code of Conduct.

Scope of policy

1.2 The People Performance policy applies to all employees up to and including Grade 6 or equivalent. Probationers and temporary civil service employees are included in this policy. Agency workers are within scope, as set out in ‘Special Circumstances’ of the procedures.

Policy summary

1.3 Performance management is key to driving up individual and organisational performance and providing greater value for money to deliver high quality public services. The People Performance policy provides a framework for managing performance throughout the year, laying the foundations of expected standards of performance and facilitating employee engagement.

1.4 Performance is evaluated against both the ‘What’ (delivery of objectives) and the ‘How’ (demonstration of behaviours, competencies and values) with equal weighting. Objectives must be set at the beginning of the performance management year and reviewed at regular performance discussions throughout the year. A consistency check at the beginning of the year and at mid year will ensure that there is a shared understanding of performance expectations and that those expectations are being applied consistently across the business. The end-of-year process consists of an agreed validation or consistency check process.