

Jackie Towell

From: Jackie Towell
Sent: 18 February 2019 14:42
To: Steve Phillips; Stuart Trew
Cc: Shane Fairburn
Subject: FW: 190218 Performance Review Template.xlsx

Hi Stu, further to the below, Steve Phillips and I have discussed how we can set objectives for site staff, I have suggested that we begin with the basics, looking at the recent feedback matrix that was done, identify any areas that can be improved and set two or three objectives around those, keep it simple at the start and focus on things like;

Timesheet accuracy
Travel time separated out on timesheet (this will help the business job pricing)
Sickness
Flexibility
Driving scores
Reliability
No negative feedback from site managers / clients, office staff

Hope that helps
Jackie

From: Jackie Towell
Sent: 18 February 2019 14:37
To: Shane Fairburn <Shane.Fairburn@premiergroup.org.uk>; Steve Phillips <Steve.Phillips@premiergroup.org.uk>; Stuart Trew <Stuart.Trew@premiergroup.org.uk>; Lydia Giorgi-Allfree <lydia@premiergroup.org.uk>; Nic Morgan <Nic.Morgan@premiergroup.org.uk>; Luke Rosser <Luke.Rosser@premiergroup.org.uk>
Cc: Owain James <owain.james@premiergroup.org.uk>; Ashley Davies <Ashley.Davies@premiergroup.org.uk>; Steve Evans <Steve.Evans@premiergroup.org.uk>
Subject: 190218 Performance Review Template.xlsx

Hi all, following on from the workshop on Friday regarding conducting appraisals (and having difficult conversations), I have updated the appraisal documentation, which is now attached for use.

Following recommendations from Investors in People (IIP) and a recognition that we are just not doing enough when it comes to conducting appraisals, we are re-introducing this document, which is built around our Premier Values and has been updated from earlier versions you may have worked with.

Premier Values are our core beliefs, they underpin everything we do, they ought to be communicated regularly and used to measure both the company and the employees to ensure that wherever possible we work toward them in everything we do, they are mentioned many times in a positive light in Investors in People Report, which I have attached for your information and we need to maintain this.

Recently added to the appraisal form is a Leadership Skills section, Leadership does not only apply to Managers, good leaders set a good example, demonstrate teamwork, communication skills, are supportive and take responsibility, we all do that in some way in our roles whatever our job level, IIP also recommend that we measure our employees leadership skills which can then form part of their future career and personal development plan.

Please use this document going forward for your team appraisals, when complete they can be sent to me for adding to the employee BreatheHR account and will form the basis of future discussions.

Jackie