

My Contribution Policy

Policy Statement

The purpose of this policy is to ensure that Public Health Wales has a clear, consistent and fair performance management and development process and that there is clear link between individual contribution and organisation objectives. This policy sets out the principles for performance management and development discussions (known as My Contribution) and assures all staff that there is sufficient and regular opportunity to discuss progress. There is a guidance document to support staff and managers get the most from the process – the guidance should be used alongside the policy.

Policy Commitment

This policy sets out the Public Health Wales approach to ‘appraisals’ and is focussed on supportive and regular dialogue between managers and team members and clarity of expectations at the outset.

Supporting Procedures and Written Control Documents:

- My Contribution Guidance and Toolkit
- My Contribution Form
- Pay Progression Toolkit

Other related documents are:

Identify interdependencies with other policy/control documents.

- All Wales Capability Policy
- Pay Progression Policy
- Statutory and Mandatory Training Policy

Scope

All staff, except medical and dental staff registered with the General Medical Council (GMC) and General Dental Council (GDC). Medical and dental staff who are responsible for managing the performance of AfC staff must use this policy.

Equality and Health Impact Assessment



Approved by

People and Organisational Development Committee

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Accountable Executive Director/Director	Phil Bushby, Director of People and Organisational Development
Author	Lisa Whiteman, Organisational Development Manager

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Corporate Governance](#).

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
2a	July 2017	-	-	<p>Updated to reflect Pay Progression Policy</p> <p>Guidance updated to reflect the implementation of Public Health Wales values and to re-frame behavioural expectations/objectives to 'values-aligned...'</p> <p>Form updated to reflect values and introduce a space to capture any specific notes around health and wellbeing.</p>
2b	August 2017	-	-	<p>Updated to clarify what is a short intervention to support the achievement of objectives and what is 'Rescue and Recovery' – setting out when the All Wales Capability Policy should be used.</p>
2c	January 2018			<p>Updated following consultation to take into account Welsh Language requirements in line with current and imminent strategies</p>

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1 Introduction

An effective performance management system is key to supporting Public Health Wales realise its vision and achieve its objectives. We should all be clear of what's expected of us in our roles and how this contributes to the success of our teams and Public Health Wales. My Contribution is centred on agreeing clear objectives, discussing behavioural expectations and having regular conversations to review progress and agree any development or resources we need. Not only do we as individuals benefit from having the guidance and support we need to the best job we can, but the organisation will benefit from having a capable and highly motivated workforce, clear on their role and expected behaviours. The behaviours are set out in appendix 4 of the guidance.

2 Policy Purpose

The **purpose** of this policy is to ensure that Public Health Wales has a clear, consistent and fair performance management and development process that reinforces the organisation's values and links individual contribution to the organisation strategy. This policy sets out the principles for performance management and development discussions (known as My Contribution). This policy must be used in line with the latest accompanying guidance and supporting toolkits published on the Public Health Wales intranet. This guidance and toolkit will support staff and managers get the most from the process and ensure expectations linked to Pay Progression are clear and agreed.

Through regular, formal and informal conversations, My Contribution **aims** to help colleagues to do the best job you can with two-way constructive feedback, development and support from your manager. By achieving your objectives you will contribute to the wider success of your team and the organisation.

3 Principles

Everyone should have at least two formal reviews per year, as well as regular conversations, that will help you:

- Understand how your role contributes to the team and the organisation
 - Agree your objectives for the coming year
 - Agree the resources that you need to do your job
 - Discuss keeping your skills up to date and agree a development plan (taking into account any professional CPD development requirements and required statutory and mandatory training needs)
 - Discuss your career aspirations
- Your performance will be reviewed against three sets of expectations:

- the work you have delivered
 - how you have demonstrated the key values-aligned behaviours
 - how you have developed and/or maintained your skills (including Welsh Language) and continually improved your practice.
- Regular conversations are at the heart of the process. You should have ongoing conversations to recognise what is going well, monitor progress and address any issues that might prevent you meeting your objectives.
 - Plans need to be flexible so if priorities change or the resources you need are not available, you and your manager should revise your objectives and agree amended expectations.
 - You will receive feedback in a timely manner, there should be no surprises at the end of the year or in Pay Progression meetings
 - You and your manager will agree an overall performance evaluation at the end of year review based on your conversations and the extent to which you have met the expectations of you in your role.
 - My impact and contribution is above what is expected of the role
 - My impact and contribution is in line with expectations of the role
 - My impact and contribution is below what is expected in the role
 - Too early to determine (i.e. in post for less than 3 months)
 - Your manager should use short interventions or, if required, the rescue and recovery process (informal capability process) to support you if you are struggling to meet objectives.
 - You and your manager should prepare for reviews, providing up to date information, feedback and evidence as required.
 - You and your manager should keep a record of your, objectives and agreed plans and ensure any supporting documentation is completed and updated in a timely manner.
 - You and your manager should agree your personal development plan and this includes a requirement to discuss statutory and mandatory training, CPD and revalidation as appropriate.
 - All line managers conducting reviews are able to access My Contribution training
 - The managers of line managers have a 'grand parenting' role to periodically check the quality and consistency of the process

4 Scope

All staff (except those participating in professional appraisal for revalidation with the GMC/GDC) are expected to participate in My Contribution on a regular and timely basis. Medical and dental staff with responsibility for AfC staff must use the My Contribution policy for managing and supporting their staff performance.

5 Equality

Public Health Wales is committed to implementing the policy in a way that meets the equality and diversity needs of staff. However, it is the responsibility of managers to ensure that they implement this policy and supporting procedures in a manner that meets the needs of people from protected groups.

Colleagues and managers should discuss any individual needs and respond accordingly. Further advice can be sought from Senior HR Advisors.

6 Welsh Language

Colleagues wishing to conduct their appraisal in Welsh can request to do so if their line manager is a Welsh speaker.

During at least one My Contribution discussion, managers and colleagues should review welsh language proficiency and ensure it (or any changes) is updated in ESR. Colleagues should also discuss welsh language skills development as part of learning needs if it would be beneficial to the delivery of their work.

7 Roles and Responsibilities

- The Executive Team is responsible for creating an environment in which My Contribution can work.
- The Director of People and Organisation Development is the policy owner and responsible for monitoring implementation, auditing the quality of the process and for ensuring all managers have access to suitable training.
- Line managers are responsible for conducting My Contribution in line with the principles including attending the relevant training, including discussing the requirements for statutory and mandatory training, CPD/revalidation as part of the individual's development review linking to the appropriate appraisal cycles.
- All employees are responsible for actively participating in the My Contribution process and for doing the best job that they can – where they have concerns about their ability to meet objectives for any reason, they are responsible for raising these as soon as possible.

- The managers of line managers have a 'grand parenting' role to periodically check the quality and consistency of the process.

A more detailed list of what these responsibilities mean in practice is set out in the My Contribution guidance.

8 Monitoring and Auditing

All staff will be expected to record the dates of their reviews on the Electronic Staff Record through which organisational compliance is reported both internally and externally.

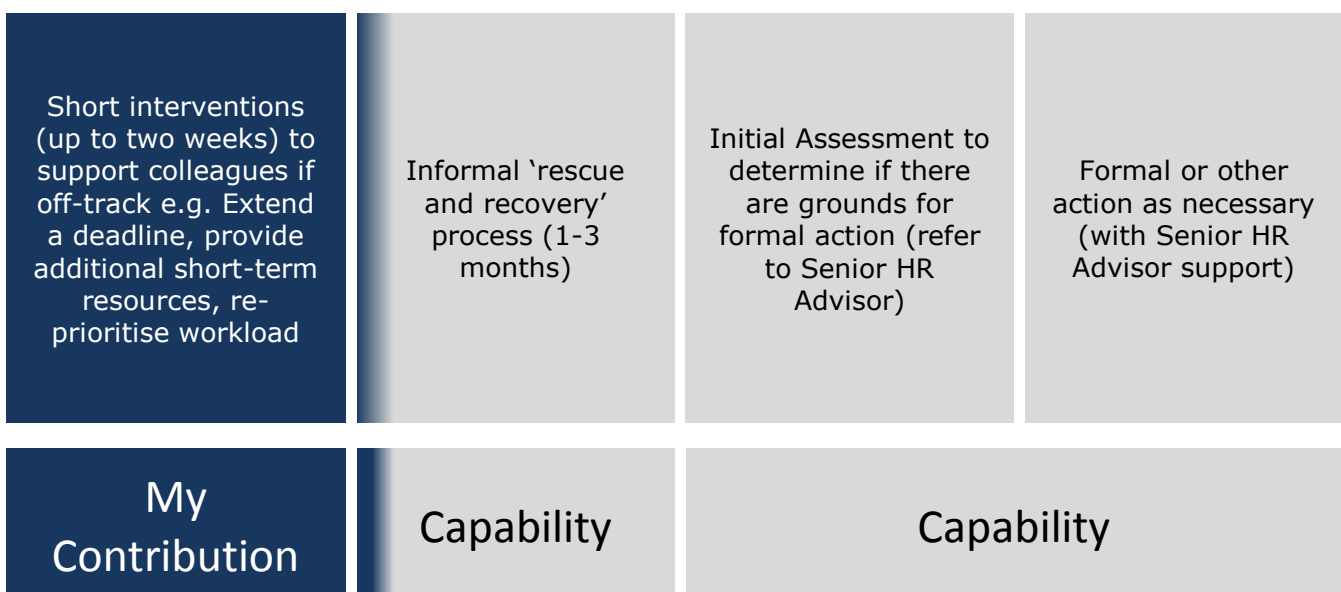
9 Quality Assurance

Quality assurance of the implementation of the process and supporting documentation will be achieved through on-going pulse surveys and upward feedback surveys which will monitor compliance and quality as well as through the 'grand parenting' role. This will allow the organisation to compare implementation across organisation units and to agree further action if required.

10 Capability

My Contribution is a supportive policy and process, aimed at ensuring all AfC staff have clear and agreed SMART objectives and expectations, regular dialogue and have discussed and agreed the resources required to deliver the work.

If there are concerns over the ability to meet objectives, it is the responsibility of staff and their manager to discuss this as soon as possible and agree next steps. There is a clear relationship between My Contribution Policy and the All Wales Capability Policy; how that works is set out below:



Senior HR Advisors are able to support with any queries with either policy or the inter-relationship between them.

11 Pay Progression

In 2015, the Minister for Health and Social Services set out the intention to introduce a pay progression scheme into the NHS in Wales from April 2016, which would be linked to performance.

From 1 October 2017, meetings must be held with all AfC staff who are not on the top point of their pay scale to determine if the next increment may be awarded – this meeting should be held no less than 8-12 weeks before the date the increment is due. The Pay Progression Policy and supporting process sets out detailed guidance for managers and staff, however the relationship with My Contribution is clear that it is imperative objectives and expectations are agreed and clear, progress is reviewed and discussed regularly and there are no surprises, positive or otherwise, in formal reviews and/or Pay Progression meetings.