



GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales

Reference Number: PHW66
Version Number: 5
Date of next review: November
2026

MY CONTRIBUTION POLICY

Policy Statement

The purpose of this policy is to ensure that Public Health Wales has a clear, consistent and fair approach to performance management and personal development, and that individual objectives and work plans are aligned to the strategic and operational priorities of the organisation. We are at our best when we are clear on what we need to do, how we can do it better and what will improve when we've done it. This policy sets out the principles for agreeing and reviewing objectives and setting expectations around what we will do and how we will do it, in ways that are aligned to our values, as well as exploring wellbeing, support, learning and growth. There is a guidance document to support staff and managers get the most from the process, which should be used alongside the policy.

Through bi-annual structured conversations, underpinned by regular informal and formal conversations, My Contribution aims to help colleagues to be their best at work through two-way constructive feedback, development, and support from your manager. By achieving individual objectives everyone will contribute to the wider success of their team and the whole organisation.

Policy Commitment

This policy outlines Public Health Wales' proactive approach to 'appraisals' and is grounded in fostering a supportive and ongoing dialogue between managers and team members, ensuring clear expectations from the beginning. If colleagues have not yet engaged in these discussions, they are encouraged to first approach their manager. And if necessary, seek guidance from People and Organisational Development (PeopleSupport.PHW@wales.nhs.uk).

Supporting Procedures and Written Control Documents

[All corporate policies and procedures are available on the Public Health Wales website](#)

My Contribution Guidance and Toolkit

My Contribution Form

Other related documents are:

All Wales Capability Policy

Pay Progression Policy
Learning and Development Policy
Work How it Works Best

Scope

All staff, except medical and dental staff registered with the General Medical Council and General Dental Council. Multi-disciplinary public health consultants participating in professional appraisals and using job plans may opt to use only parts of this process and accompanying documents where appropriate and where it complements alternative approved approaches. Medical and dental staff and multi-disciplinary public health consultants who are responsible for managing the performance of any other staff must use this policy and associated guidance and forms.

Equality and Health Impact Assessment	An Equality, Welsh Language and Health Impact Assessment has been completed and can be viewed on the policy webpages.
Approved by	People and Organisational Development Committee
Approval Date	08/11/2023
Review Date	08/11/2026
Date of Publication:	26/02/2024
Group with authority to approve supporting procedures	People and Organisational Development Committee
Accountable Executive Director/Director	Neil Lewis. Director of People and Organisational Development.
Author	Kelly McFadyen. Learning and 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 [the Board Business Unit](#)

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
V5	2023	08/11/23	26/02/24	Policy renewed in line with renewal period. Updates included: simplifying the Policy and removing duplicated information, including updated links to Pay Progression and incorporating Work How It Works Best and Being Our Best into the approach.
V4	2020	14/09/20	13/10/20	
V3	2018	24/04/18	04/05/18	
2	2015	28/01/16	28/01/16	

Contents

1. Introduction.....	5
2. Principles.....	5
3. Equality and Diversity.....	6
4. Welsh Language.....	6
5 Roles andResponsibilites.....	7
5.1 Line Manager.....	7
5.2 All Employees.....	7
5.3 The People and Organisational Development	8
6. Capability.....	8
7. Pay Progression.....	8
8. Review.....	9

1. Introduction

An effective performance management system plays a crucial role in empowering colleagues at Public Health Wales to achieve their objectives and thrive within their roles. By doing so, we collectively work towards our aims, strategic objectives, and the realisation of our long-term strategy (2023-35) - Working together for a healthier Wales.

We should all be clear of what is expected of us in our roles and how this contributes to the success of the immediate team and the wider organisation. My Contribution focuses on establishing well-defined objectives and how we need to work to accomplish them. Regular conversations to review progress and agree any development and resources needed are also vital. The benefit of the My Contribution process for individuals ensures guidance and support for employees so they can perform to their best. The organisation will benefit from having a capable and highly motivated workforce, who are clear on their role, how it links to PHW strategic direction and behaviours that reflects PHW's values.

2. Principles

Everyone should have at least two, structured and recorded reviews per year, and where possible these should be in-person, the first taking place at the start of the financial year (or as part of induction) and the second mid-way through the financial year as well as regular conversations, that will help you:

- Understand how your role contributes to the team and the organisation strategic priorities
- Agree your objectives for the coming year/review period
- Agree the resources that you need to achieve them
- Consider [Being Our Best](#) – our values-based behavioural framework and reflect on and discuss how these are demonstrated in the way you work
- Discuss keeping your knowledge and skills up to date and agree what learning/development you'll undertake during the review period (taking into account any professional development requirements and required statutory and mandatory training needs)
- Discuss your broader career aspirations and what development can be considered to take steps towards realising them – including broader activity such as shadowing
- Discuss your wellbeing and engage with your line manager regarding the support you receive/need from them

- Discuss '[Work How It Works Best](#)', our strategic intent to shape work around life, empowering everyone to have more choice depending on your own role/responsibilities, the needs of your team and the organisation at any given time and of course how you work best
- Review and record your performance against expectations

Regular, quality conversations are at the heart of the My Contribution. You should have frequent conversations to discuss your wellbeing, recognise what is going well, monitor progress and address any issues that might prevent you meeting your objectives. We understand priorities can change throughout the review period and the availability of resources may be beyond our control. Plans need to be flexible so if there are understandable changes, you and your manager can revise your objectives and agree amended expectations.

3. Diversity and Inclusion

Public Health Wales is committed to implementing the policy in an inclusive way and one that meets the needs of all colleagues. Line managers are empowered to ensure the effective implementation of this policy and its supporting procedures, taking into consideration the unique needs of individuals within their teams. Colleagues and managers should discuss any individual needs openly, respectfully and with a view that reasonable adjustments will be supported.

Further advice can be sought from the People and Organisational Development team PeopleSupport.PHW@Wales.nhs.uk and/or an appropriate Staff Diversity Network.

In addition, aligned to [Being our Best](#) – our values-based behavioural framework, equality, diversity and inclusion objectives should also be discussed.

4. Welsh Language

The My Contribution Policy, Guidance and Forms are available in Welsh.

Colleagues wishing to conduct their appraisal in Welsh can request to do so if their line manager is a Welsh speaker. However, if completed in English, colleagues can request Welsh translation of the documentation.

During at least one structured My Contribution conversation annually, colleagues should review their Welsh language skills and ensure it (or any changes) is updated in ESR. Colleagues should also discuss Welsh language skills development as part of learning needs.

5. Roles and Responsibilities

5. 1 People managers are responsible for:

- Conducting My Contribution in line with the principles and completing any relevant training available. They should discuss and agree requirements for statutory and mandatory training, Continuous Professional Development (CPD)/revalidation as part of the individual's development review linking to the appropriate appraisal cycles
- Recording all structured My Contribution dates in ESR through which organisational compliance is reported both internally and externally
- Recognising the importance of frequent conversations throughout the year which underpin My Contribution. Discussing progress, giving and receiving feedback, discussing wellbeing and raising any development needs or resource implications etc. If required, use short interventions or the informal capability process to support direct reports if they are struggling to meet objectives
- Being prepared for all conversations and structured reviews
- Agreeing an overall performance evaluation at the end of year review based on previous conversations and the extent to which expectations have been met.

The managers of line managers are also responsible for ensuring their direct reports are adhering to the requirements of the policy.

5.2 Colleagues are responsible for:

- Actively participating in the My Contribution process planning and preparing for My Contribution meetings. Employees are responsible for raising any concerns regarding objectives as soon as possible and voicing their desire to attend future training or development opportunities
- Engaging in frequent conversation throughout the year with your line manager to discuss progress, giving and receiving feedback, discussing wellbeing and raise any development needs, resource implications etc.
- Being prepared for all conversations and structured reviews

- keeping a record of objectives and plans agreed and ensure any supporting documentation is completed and updated in a timely manner.

5.3 The People and Organisational Development Directorate

The People and Organisational Development Directorate is responsible for reporting compliance to the PHW Business Executive Team.

The People and Organisational Development Directorate will invite a proportion of staff who have a recorded My Contribution to complete a quality survey each year. This will give the opportunity between staff surveys to gather views on the quality and impact of My Contribution and to provide assurance that it is being implemented in line with the principles.

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

6. Capability

My Contribution is a supportive approach, aimed at ensuring all colleagues have clear and agreed objectives, and agree expectations as to how work will be delivered in line with PHW values and understand what learning and development should be undertaken to maintain and improve skills and knowledge. This is based on regular dialogue between line manager and employee to provide clarity over the resources required to meet agreed expectations.

If there are concerns over the ability to meet objectives, it is the responsibility of all colleagues and their manager to discuss this as soon as possible and agree next steps.

Where concerns can be addressed by agreeing short-term adjustments, such as an extension to a deadline or additional resources/support, this can be agreed between the relevant manager and any others responsible for the deliverable against workplans. Adjustments should be documented within the form and followed up with feedback where appropriate.

Should the concerns not be addressed, or if the concerns cannot be addressed with short-term support, line managers should refer to the All-Wales Capability Policy for next steps.

People and OD can support with any queries with either policy or the inter-relationship between them.

7. 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.

Whilst the My Contribution Policy and Pay Progression Policy are linked, they are not one and the same. Colleagues seeking further information on Pay Progression and its accompanying guidance, should view the latest policy on the staff intranet.

8. Review

This policy will be reviewed in 3 years' time or sooner if required.

The named lead will monitor this policy to ensure it is compliant with current legislation, to ensure it is effectively implemented, and ensure that it is reviewed in accordance with the timetable for review.

We are continually looking to improve our employment practices and welcome any feedback you may have in relation to this policy. Feedback can be provided by emailing PeopleSupport.PHW@wales.nhs.uk or you may wish to feedback via your Trade Union representative.