Mae'r ddogfen hon hefyd ar gael yn Gymraeg

This document is also available in Welsh

GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru Public Health Wales	**Reference Number:** PHW66 **Version Number:** 6 **Date of next review:** TBC

MY CONTRIBUTION POLICY

Policy Statement

This policy sets out a clear, consistent and fair approach to enabling performance, supporting wellbeing and developing our people across Public Health Wales. It ensures that individual contributions are aligned to our organisational priorities and our shared purpose of working together for a healthier Wales.

We are purpose-driven and people-focused, and we are working to create an environment where expectations are clear, people feel valued and supported, and everyone can thrive. Through open, honest and compassionate conversations, colleagues and people managers work together to build strengths, address challenges, and support continuous learning, development and future readiness, in line with our values and behaviours.

By fostering a culture of respect, accountability and collaboration, My Contribution supports colleagues to live our values in practice, perform at their best and play their part in delivering better outcomes for Wales.

Policy Commitment

This policy outlines Public Health Wales' proactive approach to 'appraisals' and is grounded in fostering a supportive and ongoing dialogue between people managers and colleagues/team members, ensuring clear expectations from the beginning. Detailed guidance on how My Contribution operates in practice, including roles, processes, templates and supporting resources for colleagues and people managers, is available in the My Contribution Guidance and Toolkit.

Supporting Procedures and Written Control Documents
All corporate policies and procedures are available on the Public Health Wales Intranet Pages

My Contribution Guidance and Toolkit

My Contribution Form

Other related documents are:
Improving Performance at Work
Pay Progression Policy
Learning and Development Policy
Work How it Works Best
Mental Wellbeing Policy
Registration for Healthcare Professionals Policy
Records Management Policy
Information Governance Policy

Scope

All colleagues and people managers (including those on fixed term contracts).

Multi-disciplinary public health consultants (recording only) undertake separate professional appraisal arrangements and provide evidence to support Good Public Health Practice.

Medical and dental colleagues who are registered with the General Medical Council and General Dental Council and are subject to appraisal and job planning processes through professional regulatory requirements are not required to follow the My Contribution process for their own performance review.

Multi-disciplinary consultants may also use alternative approved professional appraisal arrangements where appropriate.

However, medical and dental colleagues, multi-disciplinary public health consultants, and any other colleagues who have people management responsibilities must follow the My Contribution Policy, associated guidance and forms when managing the performance and contribution of staff they supervise.

Whilst this policy does not apply to bank workers and agency workers, the principles of performance, feedback and wellbeing will be supported through clear expectations and feedback mechanisms.

DRAFT

Impact Assessments	An Equality, Welsh Language and Health Impact Assessment has been completed.
Approved by	People and Organisational Development Committee
Approval Date	
Review Date	
Date of Publication:	
Group with authority to approve supporting procedures	People and Organisational Development Committee
Accountable Executive Director/Director	Director of People and Organisational Development.
Author	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

This is a controlled document, the master copy is retained by the Board Business Unit

Whilst this document may be printed, the electronic version posted on the internet is the master copy. Any printed copies of this document are not controlled. This document should **not** be saved onto local or network drives but should always be accessed from the intranet.

DRAFT

Summary of reviews/amendments				
Version number	**Date of Review**	**Date of Approval**	**Date published**	**Summary of Amendments**
V6	2026	TBC	TBC	Policy renewed in line with renewal period. Updates included: alignment with refreshed People Strategy, cultural narrative and new Improving Performance policy. Further emphasis on regular, informal conversations as part of our approach, and strengthened wording around people manager accountability and colleague responsibility.
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	

DRAFT

Contents

1. Introduction.....6

2. Principles.....6

3. Equality and Diversity.....7

4. Welsh Language.....8

5 Roles and Responsibilities 8

5.1 People Manager.....9
5.2 Colleagues..... 10
5.3 People and Organisational Development Directorate.....10

6. Improving Performance 11

7. Pay Progression.....11

8. Review.....11

DRAFT

1. Introduction

An effective approach to performance management enables colleagues at Public Health Wales to achieve their objectives, develop in their roles and thrive at work, contributing to our long-term strategy of *Working together for a healthier Wales*.

My Contribution provides a key organisational mechanism for aligning individual, team and organisational priorities. Through regular conversations and recorded reviews, it supports workforce planning, talent and succession planning, and organisational assurance by ensuring that expectations, performance and development needs are discussed, reviewed and captured, enabling colleagues to perform at their best and thrive.

Clarity about expectations and how individual contributions support team and organisational success is essential. My Contribution supports both individual development and organisational delivery by setting clear objectives aligned to our values and behaviours and ensuring colleagues are clear about expectations, agreed objectives and the support required to achieve them. This creates a shared understanding of what success looks like.

2. Principles

Regular, meaningful My Contribution conversations between colleagues and people managers are central to this approach. These conversations provide opportunities to review progress, recognise achievements, discuss development, and identify any support needed to succeed and perform at our best.

As a guide, My Contribution conversations should ideally take place fortnightly and at least monthly. However, the frequency should be proportionate and agreed between the colleague and manager, recognising that individuals, teams and services may require different levels of support at different times.

Everyone should participate in structured and documented My Contribution Reviews each year: at the start of the financial year (or as part of induction), mid-way through the year, and at the end of the financial year. The end-of-year review and the start-of-year discussion may be combined into a single conversation.

DRAFT

This approach will help you:

- Understand how your role contributes to the team and the organisation's strategic priorities
- Agree and review your objectives
- Agree the resources that you need to achieve them
- Reflect on Being Our Best – our values-based behavioural framework - and discuss how these behaviours are demonstrated in the way you work
- Keep 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)
- 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 any support you need
- Discuss 'Work How It Works Best', our strategic intent to shape work around life, ensuring that working arrangements are agreed and regularly reviewed so they work effectively in practice, balancing the needs of the work, the team and the individual
- Review and record your performance against expectations
- Discuss what you need from your people manager to succeed, including sharing expectations and offering constructive feedback to support an effective working relationship

Regular, meaningful My Contribution Conversations/Check-ins are at the heart of the process. These provide opportunities to recognise what is going well, monitor progress, support wellbeing, and address any challenges early.

We recognise that priorities and circumstances can change. Objectives and plans should remain flexible, enabling colleagues and people managers to review and adjust expectations where needed, taking account of changing priorities and available resources.

DRAFT

3. Diversity and Inclusion

Public Health Wales is committed to implementing this policy in an inclusive and equitable manner that recognises and supports the diverse needs of all colleagues. People managers have a key role in ensuring that the policy and its supporting procedures are applied fairly and consistently, while taking into account individual circumstances and needs. People managers and colleagues are encouraged to have open, respectful, and supportive conversations about any adjustments or support required, with a commitment to considering and providing reasonable adjustments wherever appropriate.

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, equality, diversity and inclusion objectives should be discussed and agreed as appropriate, reflecting the principles set out in Being Our Best, our values-based behavioural framework. To support open and inclusive discussions, colleagues and people managers can access additional resources, including the Reasonable Adjustments and Workplace Adjustment Passport.

4. Welsh Language

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

Colleagues wishing to conduct their appraisal in Welsh should be encouraged to do so if their line manager is a Welsh speaker and catch up meetings can be held in Welsh wherever possible. However, if staff documents are completed in Welsh and their line manager is not a Welsh speaker, a translation of the documentation can be requested by contacting the Welsh Language Team: ICC.Cyfieithu@wales.nhs.uk .

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 as Welsh language skills develop.

Colleagues should also discuss Welsh language skills development as part of learning needs. These discussions should include learn Welsh opportunities available for all staff, building confidence

DRAFT

opportunities for those who don't use the Welsh they have as well as any Welsh language awareness and management training available to staff.

5. Roles and Responsibilities

5.1 People managers are responsible for:

- Ensuring regular, meaningful engagement with colleagues throughout the year. These should focus on performance, wellbeing and development, with structured and documented reviews forming part of an ongoing dialogue rather than standalone events.

- Creating a fair, inclusive and psychologically safe environment, where colleagues feel valued and supported, and are able to speak up, share feedback and raise concerns openly.

- Setting clear expectations and supporting delivery, including agreeing objectives, monitoring progress, and ensuring colleagues have access to the resources and development needed to succeed. This includes statutory and mandatory training and, where applicable, professional development and revalidation.

- Recognising the importance of frequent conversations, discussing progress, giving and receiving feedback, supporting wellbeing, and identifying any development needs or resource implications in a timely way.

- Taking a proactive and supportive approach to performance, recognising achievements and addressing challenges early, including through informal interventions where appropriate.

- Preparing for and contributing to structured My Contribution Review discussions.

- Agreeing an overall performance assessment at the end-of-year review, informed by ongoing conversations and evidence of performance across the year.

- Reflecting on their own leadership and management practice, including how they lead and support their team, and incorporating this into their own My Contribution discussions and development.

DRAFT

- Recording review dates in ESR and ensuring appropriate records are maintained and stored securely, in line with organisational requirements, to support organisational assurance.

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

5.2 Colleagues (all employees) are responsible for:

- Actively engaging in My Contribution, including preparing for discussions, contributing to objective setting, and raising any questions or concerns about expectations in a timely way.

- Working towards agreed objectives, keeping your people manager informed of progress, and raising any risks or challenges that may impact delivery as early as possible.

- Maintaining regular dialogue with your people manager, sharing progress, giving and receiving feedback, discussing wellbeing, and identifying any development needs or resource implications.

- Taking ownership of your development, including seeking opportunities for learning and growth, and discussing training or development needs with your people manager.

- Being open and constructive in conversations, including sharing what support you need to succeed and, where comfortable, providing feedback to your people manager.

- Keeping appropriate records up to date, including agreed objectives, plans and any supporting documentation, in line with organisational requirements.

5.3 People and Organisational Development Directorate

The People and Organisational Development Directorate is responsible for supporting, enabling and monitoring the effective implementation of My Contribution across Public Health Wales, and for providing assurance to the Business Executive Team on its application and impact.

This includes providing advice and guidance to people managers and staff, supporting the delivery of people manager development and training, promoting consistency of approach, and identifying

DRAFT

opportunities for continuous improvement. The People and Organisational Development Directorate, in partnership with Trade Unions, also monitors implementation through quality assurance activities and feedback mechanisms.

6. Improving Performance

My Contribution is a supportive approach, aimed at ensuring all colleagues have clear, meaningful and agreed objectives, and agree expectations as to how work will be delivered in line with Public Health Wales values and behaviours. This is underpinned by regular, constructive dialogue between people manager and employee to provide clarity on expectations, progress and any resources or support required.

Information discussed during My Contribution conversations should be used primarily to support development, learning, ongoing feedback and achievement of objectives. If there are concerns over the ability to meet objectives, it is the responsibility of all colleagues and their people manager to discuss this as soon as possible and agree next steps – there should be no surprises. Where a manager identifies significant or sustained performance concerns, they should refer to the All-Wales Improving Performance at Work policy for next steps. Managers should be transparent with the colleague if a formal process is being considered and follow the appropriate organisational policy.

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

7. Pay Progression

Successful participation in My Contribution supports several of the pay progression standards, including the requirement for a completed appraisal within the previous 12 months and, for people managers, completion of appraisals for colleagues they manage. Colleagues seeking further information on Pay Progression and its accompanying guidance should view the All-Wales Pay progression policy available on the staff intranet.

8. Review

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

DRAFT

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

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 provide feedback via your Trade Union representative.

DRAFT