

Review & Recognition Procedure

Regular reviews encourage good safeguarding practice and they are also a formal way of offering staff support and facilitating discussion. It sets aside a specific time to review everyone's role and it should help staff to do their jobs better and feel encouraged.

In Spinnaker, we want to maintain an atmosphere of mutual support and care, founded in prayer. Everyone who works for Spinnaker should feel that they have the support they need to carry out their day-to-day work and a review scheme should be part of that support. It is also an opportunity to discuss past, present and future performance and review objectives.

The outcome should be that the appraisee feels encouraged and motivated to work in alignment with Spinnaker's values, as well as supported in the process of personal and professional development. It should be about building people up and helping them to feel 'tuned into' the organisation.

The process should:

- Happen every year at roughly the same time of year.
- Occur without interruptions.
- Include everyone in the organisation who has been in post for over three months.
- Be based on a job description setting out the duties and standards expected in the job.
- Provide an opportunity to review the accuracy of the job description.
- Be conducted in an atmosphere of mutual care and respect.
- Contain no surprises as problems should initially be communicated and discussed as they arise.
- Identify realistic work objectives for the coming year.
- Discuss training needs.
- Be confidential.

Procedure:

1. Letter to staff about the review process – beginning of June
2. Forms will be sent to staff to complete – beginning of June
3. Meetings will take place – June/July
4. Forms are written up to check, comment and sign – immediately after meeting
5. Agreed work objectives and training needs are used to develop work during the year.
6. Process to be completed - mid July

Who should appraise whom in Spinnaker?

CEO	-	Trustee
Office Team	-	CEO
Administrator	-	HR/Engagement Lead
Hub Leaders	-	HR/Engagement Lead
All other team members and volunteers	-	Hub Leaders