

My Contribution Conversation LUHFT's Appraisal Framework

Key Information

Thank you for taking the time to be a part of our journey to pilot our new appraisal framework 'My Contribution Conversation'. This pack will give you some **key information around the rollout of the new appraisal**, as well as giving some best practice guidance on conducting your appraisals.

The terms My Contribution Conversation, Contribution Conversations and Appraisals are used interchangeably throughout this document.

Why are we changing the appraisal?

The current appraisal system, process and framework needs to be improved. Our current system and framework does not allow for a simple, meaningful conversation. Staff are telling us that appraisals aren't happening consistently enough and they aren't leaving staff feeling valued and listened to.



“One area we will address to help with providing greater clarity for staff is Appraisals. It is not a surprise that our Staff Survey scores on knowing our roles and responsibilities are low when we have an exceptionally low appraisal completion rate. We must be having more regular conversations, appraisal meetings and 1:1 meetings, where line managers provide feedback to members of their team. It would really begin to make a difference. Just starting the conversation is the important part.”

**James Sumner, Chief Executive
June 2022**

What is the new framework aims and outcomes?

The LUHFT appraisal framework has been re-designed and **aims to create a 'better basics' approach** to having a meaningful development conversation with members of your team about their wellbeing, contribution and development. This framework is supported by an appraisal which can be used either **electronically or as a paper-based tool**.

The outcomes of the rollout are as follows:

- ❖ To provide a framework which is user friendly
- ❖ To create a meaningful, employee-centred conversation
- ❖ To help colleagues to feel valued and heard
- ❖ To help colleagues to talk about their wellbeing and any support they need at work
- ❖ To give clarity to colleagues on their contribution and how they support their team and the trust to achieve their goals
- ❖ To help colleagues to develop in their current role as well express any future career aspirations
- ❖ To help employees and managers understand LUHFT's values and strategic goals, and what they mean for them in their daily contribution

How will we know we've been successful?

To achieve a successful rollout, we will collect the following information:



Your feedback/
data on user
experience



Use, recording
& storage of
paper doc



Improved
completion in
pilot areas













Longer Term measures:

- ✓ Improved Staff Survey results 'we are always learning' people promise theme, along with improved staff engagement scores.
- ✓ Continued improvement in completion (appraisal compliance) rates.
- ✓ Able to replicate approach in trust-wide rollout, with adapting the paper-pilot on a usable long-term system.
- ✓ Robust audit and governance process.

Rollout plan

Our Part – what you can expect from OD Team

Your Part – your help to make a successful rollout.

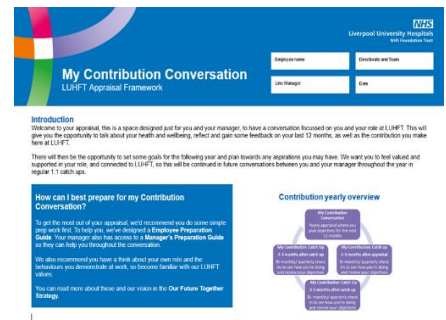
Our Part		Your Part	
	Appraisal launch briefing sessions- in person and virtual		Engage, plan and action – cascade and manageable priorities
	On-going support and guidance		Access support from OD, focus on quality for meaningful conversations
	Manage queries in timely way, collate FAQs and share		Raise questions as soon as you can to OD team
	Bi-weekly drop in style virtual surgeries		Engage with drop-in sessions as needed
	Evaluation – data and feedback – gather information to shape framework		Provide information, feedback, data as requested to help shape future developments
	Audit/governance quality and progress checks, weekly compliance reporting		Record appraisal date on ESR, safely storage GDPR, support audit requests.

Please do not change the template. If improvements are needed, please get in touch to tell us.

How to use the My Contribution Conversation Framework

Please use the following documents, included in the pilot appraisal pack:

- My Contribution Conversation Template
- My Contribution Conversation - Employee Preparation Guide
- My Contribution Conversation - Manager's Preparation Guide



Best practice guidance

Please follow for best practice when carrying out the My Contribution Conversation pilot:

1. Manager **arranges a date** with staff member for their My Contribution Conversation. Allow sufficient time to ensure a quality conversation, we recommend up to 2 hours.



2. Two weeks before the appraisal, **manager sends out the Employee Preparation Guide** to the employee, gives employee time to prepare and make some notes.

3. The week before the appraisal, **use the Manager's Preparation Guide**, ensuring they have examples of the employee's contribution ready to share in the meeting.

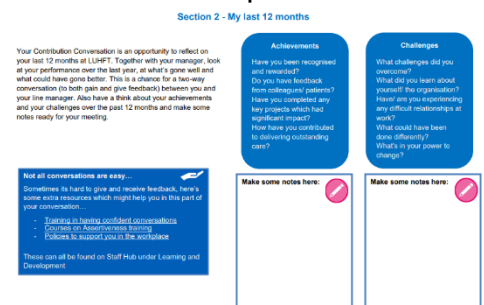
4. My Contribution Conversation **meeting takes place** between staff member and line manager. During the meeting:

- My Contribution Conversation Template - **Print off a paper copy or complete electronically** using template on ESR.
- **Manager is responsible for recording** the conversation on the template.
- Manager and employee **set the next date** of their follow up contribution check in

5. Immediately after, **manager scans / saves appraisal doc as electronic copy in secure folder.**

6. **Manager and Appraiser record appraisal date on ESR** (see below for guidance).

7. Manager **sends the employee a completed copy** of the My Contribution Conversation as a record of their discussion.



Evaluation- please tell us how to improve

During the rollout of the of the new My Contribution Conversation framework, we want to continue to capture feedback on the new framework so that we can make necessary changes and improvements. We will contact you to complete both some online surveys and to attend some focus groups.

Please ensure you engage with these as the feedback we get will directly inform how the new appraisal develops and becomes part of the everyday things we do to make LUHFT a great place to learn and work.

Online Survey to be completed by Appraiser/ manager:

To be completed after you have held the My Contribution Conversation meeting.

<https://www.surveymonkey.co.uk/r/6KZ5N3Z>

Online Survey to be completed by the appraisee/ member of staff:

To be completed after you have held the My Contribution Conversation meeting.

Please send this onto your appraisees:

<https://www.surveymonkey.co.uk/r/M8KNH72>

Post-Appraisal Focus Groups

Three focus groups held virtually for both managers and appraisees to reflect on the framework and gain qualitative feedback on the following:

If face-to-face contact is better for your teams, please get in touch via the contact details on the final page and we can arrange a face-to-face focus group.

Useful contacts

Grace Gillen- Business Partner - Organisational Development

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Vicky Edwards- Senior Business Partner - Organisational Development

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