

Performance Management Policy Statement

The services provided and work undertaken by the Authority depend upon the **performance of its staff**. All staff are selected and offered employment on the basis that they aspire to the highest levels of personal performance and conduct in undertaking the work of the Authority. The Authority values its staff and expects loyalty and professionalism in return.

The Authority's **expectations** are that staff will do their job well, have unity of purpose, share the load fairly, be pleasant and just, look out for the well-being of their colleagues, exchange ideas with reason and goodwill and take pride in what is achieved.

Moreover, staff are expected to respond positively to direction, undertake all assigned tasks to the best of their abilities, work diligently and efficiently and maintain a friendly disposition with colleagues and customers.

As part of their **induction** new staff will be given information about the Authority's operations, its expectations of staff generally and the main elements of their personal role and responsibilities as part of the Authority's workteam.

The main elements of each staff members' personal role and responsibilities are set out in their **job description**. Their role and responsibilities as part of the work team are revealed and developed through advice, discussion and team meetings.

In addition all staff are expected to develop and maintain a personal **workplan** which sets out what is to be achieved in a defined period and how success will be evaluated.