

Staff Appraisal Policy

Date: May 2026

Review Date: May 2029

Connect with us
www.librariesni.org.uk



Policy Title	Staff Appraisal Policy
Policy Number:	<i>POL 069</i>
Version	Version 3.0
Policy Sponsor	Director of Business Support
Policy Owner	Head of HR
Committee and Date recommended for approval	Business Support 28 May 2026
Date Approved by the Board	2 July 2026
Equality Screening Status	1. Screening 11 January 2019 2. <i>Reviewed 18 May 2026</i>
Rural Needs Impact Assessment Status	1. Rural needs impact assessed 11 January 2019 2. Reviewed 18 May 2026
Date Set For Review	May 2026
Related Policies	• Bullying and Harassment Policy • Capability Policy • Code of Conduct for Staff • Data Protection Policy • Discipline Policy • Equal Opportunities Policy • Grievance Policy • Managing Attendance at Work Policy • Menopause Policy • Workplace Alcohol and Substance Abuse Policy

Libraries NI Staff Appraisal Policy

1. Introduction

- 1.1 Staff appraisal is a key aspect of staff development and performance management across Libraries NI. It is a formal process that has benefits for
- the organisation
 - the individual employee, and
 - the manager.
- 1.2 Staff appraisal is designed to:
- support and improve two-way communication between the manager and their staff
 - offer managers and staff an opportunity to discuss current and future performance, their contribution to organisation goals and encourage staff to develop their potential to the mutual benefit of the individual and Libraries NI
 - provide employees with an opportunity to discuss their views about the job, future capability and career development needs.
- 1.3 The policy and accompanying procedures have been subject to consultation and agreement with the Joint Trade Unions of the Negotiating Committee for Libraries NI and will be reviewed with trade unions in three years.

2 Purpose

- 2.1 The purpose of this Policy is to set out Libraries NI's approach to staff appraisal within the context of enhancing performance and support for personal and career development both for the individual and for the organisation, and to set out procedures and guidelines for implementation.

3 Policy

- 3.1 Staff appraisal is the principal means by which Libraries NI ensures that business plans and objectives are cascaded throughout the organisation. Appraisals will take place annually based on the corporate business plan and targets for the year so that outcomes which contribute to the achievement of business targets can be defined for individual staff members.
- 3.2 Staff appraisal provides the framework for the manager and the member of staff to undertake an open and honest discussion, review strengths and areas for improvement, assess where learning and development gaps exist, agree objectives which are aligned to the business plans and goals for the performance appraisal year, and decide how training and development needs can best be met.

- 3.3. All staff will be appraised formally on an annual basis. An in year review of performance, training offered and progress towards outcomes/goals will be undertaken. Guidance on conducting in-year reviews is included in the Staff Appraisal procedure and guidelines.
- 3.4 The appraiser will normally be the employee's immediate line manager who is best placed to know their staff and the job they do, understand the environment within which they work, and be able to give constructive feedback, take appropriate action, offer advice and align individual's objectives with those of their department.
- 3.5 Senior managers will be appraisers in their own right and will normally be the 'countersigning' manager responsible for the review of appraisal forms. They will monitor how well their own managers are carrying out appraisals and how committed they are to the appraisal process.
- 3.6 The Human Resources Department, Organisation Development and Learning will be responsible for the provision of access to the HR performance management system and guidelines, reminding managers of the appraisal timetable, training new managers in the process and monitoring that appraisals have been carried out, recorded and documentation uploaded onto the HR system. Training needs will be identified through the appraisal process to support training needs analysis and how best learning and development can best be addressed.
- 3.7 This Policy applies to all employees of Libraries NI. It does not apply to Agency workers, self-employed contractors or volunteers.

4. Authority

Policy Sponsor: The Director of Business Support

Policy Owner: The Head of Human Resources

Policy Contact: HR Organisation Development and Learning.

5. Related Documents Policies

- Bullying and Harassment Policy
- Capability Policy
- Code of Conduct for Staff
- Data Protection Policy
- Discipline Policy
- Equal Opportunities Policy
- Grievance Policy
- Managing Attendance at Work Policy
- Menopause Policy
- Workplace Alcohol and Substance Abuse Policy

Procedures

- Bullying and Harassment Procedures
- Capability Procedures
- Data Protection Procedures
- Discipline Procedures
- Grievance Procedures
- Managing Attendance at Work Procedures
- Menopause Procedures
- Staff Appraisal Procedures
- Workplace Alcohol and Substance Abuse Policy

Guidelines

- Staff Appraisal Guidelines