

T&C

Performance Based Progression Scheme

1. Each new grade comprises 5 spinal column points – this means there are 4 steps from the bottom point to the top point.
2. The result of the Council's annual Performance Development Review (PDR) process will be used as the sole determinant for progression from one point to the next – the 4 PDR results available are:
 - Unsatisfactory (1)
 - Developing (2)
 - Performing Well (3)
 - Excelling (4)
3. The effective date of any progression will be 1st April each year.
4. All 5 points will be consolidated ie once attained an employee will not move to a lower point, irrespective of future performance

Note: After initial implementation of this scheme, the Council intends to explore a potential future change to allow for an employee to move back to point 4 from point 5 following a period of poor performance. Any such change will be subject to a separate consultation period with staff
5. Point 1 of the 5 point scale will be the Council's default appointment point in all cases unless a business case to appoint at a higher point is approved by the relevant first tier officer
6. Points 2 and 3 of the 5 point scale are for employees who are developing in the role – all employees would be expected to progress through these points subject to annual assessed performance
7. All employees would be expected to progress to Point 4 of the 5 point scale subject to annual assessed performance
8. Point 5 of the 5 point scale is designed to present a significant challenge to employees in terms of difficulty of the objectives that are set and the competencies required – it is not expected that all employees will progress to this point

9. The progression rules applicable at each point are set out below:

- At Point 1
 - Progress to point 2 at end of year subject to a PDR score of 2/3/4
 - A PDR score of 1 would not enable progression to point 2

- At Point 2
 - Progress to point 3 at end of year subject to a PDR score of 3/4
 - A PDR score of 1/2 would not enable progression to point 3

- At Point 3
 - Progress to point 4 at end of year subject to a PDR score of 3/4
 - A PDR score of 1/2 would not enable progression to point 4

- Point 4
 - Progress to point 5 at end of year subject to a PDR score of 4
 - A PDR score of 1/2/3 would not enable progression to point 5

- Point 5
 - Remain at point 5 at end of year irrespective of PDR score