

GPI: Performance Management Policy

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Signed:

For the Policy Review Committee

Policy name: Performance Management

Policy number:

Rationale:

Performance management reminds us that being busy is not the same as producing results, that ongoing training, strong commitment and hard work alone do not necessarily produce results. The major contribution of performance management is its focus on achieving results and outcomes. A good performance management system will redirect our efforts away from being busy and toward effectiveness. All desired results/outcomes across the new structure must be aligned if we are to survive and thrive.

Policy objectives:

The GPI performance management system (PMS) focuses on the overall performance of the Government of Pitcairn Islands, its specific divisions, its employees and processes and aims to significantly improve performance in the following areas:

- The overall performance of Government i.e. Land Court, Divisions and associated boards and committees.
- Technical support and administration.
- Processes: budgeting, financial management, project management and product and service development.
- Programs: implementing new policies and procedures to ensure a safe workplace and ongoing delivery of services and products to the Pitcairn Island community, its partners and all stakeholders
- All individual GPI employees

The GPI PMS is a system which guides the development, monitoring and review of GPI employee activities to ensure that individual and team goals are consistently met in an effective and efficient manner.

Activities:**1.0 GPI's performance management follows the GPI strategic plan.**

- Council, in consultation with the Pitcairn Community and its partners, is required to develop an annual Strategic Plan which will drive the Pitcairn Islands to its goals, desired results and outcomes.
- All Division managers and HODs then make plans in consultation with their employees for their specific departments/areas to achieve the desired results/outcome which are aligned to GPI's Strategic Plan.
- Together, following the prioritised plans, GPI achieves the desired results/outcomes and Pitcairn succeeds.

2.0 GPI develops and measures performance according to agreed plans

- GPI will develop standards for evaluating how well the desired results will be achieved e.g. "below expectations", "met expectations" and "exceeded expectations"
- Council uses the agreed standards and templates for monitoring results/outcomes and measuring task completion dates of the division managers on a six monthly basis.
- Division managers and HODs use the agreed standards and templates for monitoring results/outcomes and measuring task completion dates of all employees in their departments on a six monthly basis.

3.0 GPI encourages improvement in performance.

- If a division or an employee's performance does not meet GPI expectations, GPI will provide the necessary training to give the opportunity for the employee to improve.
- Performance will be discussed at a regular meeting for which dates must be set at least one week in advance.
- All performance improvement training sessions will be documented and assessed on an individual basis.
- Documents will be updated at each six monthly meeting and all will be filed and circulated as required.
- All employee performance management meetings and related documentation is confidential.
- Performance improvement training will continue until the expectation is reached, the standards are agreed by both parties to be changed, or the employee is repositioned.

4.0 GPI encourages all employees to follow agreed personal goals for their position.

- Each employee is required to develop, in consultation with their HOD, their own desired results/outcomes for the year.
- Performance management plans will be updated following each performance management meeting.
- All employees sign-off all documentation related to their own performance management meetings and these are kept on file.

5.0 GPI performance management meetings will follow the GPI performance measurement form. See annex "A".

Annex:

A: GPI Performance Measurement Form.

This policy is approved by:

Date:

This policy will be effective as of:

Approved review date: