



Yenaa Housing

Supervision and performance policy 2024



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Policy Checklist	
Date of Implementation	Feb 24
Date of Last Review	Feb 26
Date of Next Review	Feb 28

1. Introduction and Purpose

Yenaa Housing is committed to supporting the professional development and performance of its employees. This policy outlines the framework for regular supervision, annual performance reviews, and staff meetings, all of which are designed to promote effective communication, continuous improvement, and achievement of organisational goals. These processes aim to:

- * Provide regular opportunities for employees to discuss their work, progress, and challenges.
- * Support employees in developing their skills and knowledge.
- * Provide constructive feedback on performance.
- * Identify areas for improvement and development.
- * Recognise and reward good performance.
- * Ensure that employees are aligned with Yenaa Housing's values, objectives, and strategic priorities.

2. Core Principles

Yenaa Housing's approach to supervision and performance review is based on the following principles:

- * **Open Communication:** Encouraging open, honest, and constructive dialogue between employees and their supervisors.
- * **Fairness and Consistency:** Ensuring that all employees are treated fairly and consistently throughout the supervision and performance review process.
- * **Development Focus:** Emphasising the development of employees' skills and knowledge to enhance their performance.
- * **Collaboration:** Working collaboratively to set goals, identify development opportunities, and address performance issues.
- * **Regularity:** Conducting supervision and performance reviews on a regular basis to ensure ongoing support and feedback.
- * **Transparency:** Making the supervision and performance review process clear and transparent to all employees.
- * **Respect:** Ensuring all interactions are conducted with respect and dignity.

3. Scope of the Policy

This policy applies to all employees of Yenaa Housing (permanent, temporary, and agency) who have successfully completed their probationary period. It covers:

- * **Regular Supervision Meetings:** Scheduled meetings between employees and their supervisors to discuss work progress, challenges, and development opportunities.
- * **Annual Performance Reviews:** Formal assessments of employees' performance against agreed objectives and competencies.
- * **Staff Meetings:** Regular meetings to share information, discuss team goals, and address any relevant issues.

4. Relevant Guidance and Legislation

This policy is informed by the following guidance and legislation:

- * **ACAS (Advisory, Conciliation and Arbitration Service) Guidance:** Provides guidance on performance management and employee development.
- * **Equality Act 2010:** Ensures that the supervision and performance review process is free from discrimination.
- * **Data Protection Act 2018 and GDPR:** Governs the handling of personal data collected during the supervision and performance review process.
- * **Employment Rights Act 1996:** Relevant to fair treatment in the workplace.

5. Supervision Meetings (6-8 Weekly)

- * **Purpose:** Supervision meetings provide a regular opportunity for employees and their supervisors to discuss work progress, challenges, and development opportunities. These meetings are intended to be supportive and constructive.
- * **Frequency:** Supervision meetings will be held every 6-8 weeks, or more frequently if required.
- * **Preparation:** Both the employee and supervisor should come to the meeting prepared to discuss relevant topics. The employee should reflect on their recent work, challenges, and development needs. The supervisor should review the employee's performance and identify any areas for discussion.
- * **Agenda:** A typical supervision meeting agenda may include:
 - * Review of recent work activities and progress against objectives.
 - * Discussion of any challenges or issues encountered.
 - * Feedback on performance, both positive and constructive.
 - * Identification of development opportunities and training needs.
 - * Review of progress against agreed development goals.
 - * Discussion of any relevant organisational updates.
 - * Planning for upcoming work activities.
- * **Documentation:** A written record of the supervision meeting should be kept, including key discussion points, agreed actions, and any development goals. Both the employee and supervisor should retain a copy of the record.
- * **Confidentiality:** Matters discussed during supervision meetings will be treated with confidentiality, except where there is a legal or ethical obligation to disclose information.

6. Staff Meetings (Bi-Weekly)

- * Purpose: Staff meetings provide a forum for sharing information, discussing team goals, and addressing relevant issues. These meetings promote teamwork and communication within the organisation.
- * Frequency: Staff meetings will be held every two weeks, or more frequently if required.
- * Agenda: A typical staff meeting agenda may include:
 - * Organisational updates and announcements.
 - * Review of team goals and progress.
 - * Discussion of any relevant operational issues.
 - * Sharing of best practices and lessons learned. Discuss specific cases
 - * Brainstorming and problem-solving.
 - * Opportunities for team building and social interaction.
- * Participation: All team members are encouraged to actively participate in staff meetings.
- * Documentation: A brief record of the staff meeting should be kept, including key discussion points and any agreed actions.
- * Accessibility: Staff meetings should be scheduled at a time and location that is accessible to all team members.

7. Annual Performance Review Procedure

- * Purpose: The annual performance review provides a formal assessment of an employee's performance against agreed objectives and competencies. It is an opportunity to recognise good performance, identify areas for improvement, and plan for future development.
 - * Preparation: Both the employee and supervisor should prepare for the performance review. The employee should reflect on their performance over the past year, gather evidence of their achievements, and identify areas for development. The supervisor should review the employee's performance, gather feedback from relevant stakeholders, and prepare for a constructive discussion.
 - * Performance Review Meeting: The performance review meeting should be a two-way dialogue. The supervisor should provide feedback on the employee's performance, discuss their strengths and areas for improvement, and agree on objectives and development goals for the coming year. The employee should have the opportunity to respond to the feedback and provide their own perspective.
 - * Performance Review Form: A standard performance review form should be used to document the performance review. The form should include:
 - * A summary of the employee's key achievements over the past year.
 - * Feedback on the employee's performance against agreed objectives and competencies.
 - * Identification of areas for improvement.
 - * Agreed objectives for the coming year.
 - * Agreed development goals and training needs.
 - * An overall performance rating.
 - * Signatures of both the employee and supervisor.
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- * Performance Rating: The performance rating should be based on objective evidence and should be consistent with the feedback provided during the performance review meeting.
- * Development Plan: A development plan should be agreed upon, outlining specific actions the employee will take to improve their performance and develop their skills.
- * Confidentiality: Performance review information will be treated with confidentiality and will only be shared with those who have a legitimate need to know.