

Appendix 1 – Appraisal completion rates by portfolio

Appraisal reporting

	Chief Executives	Community and Enterprise	Education and Youth	Governance	Org Change 1	Org Change 2	People & Resources	Planning & Env	Social Services	Streetscene and Transportation	FCC
Headcount (iTrent)	46	401	266	130	309	428	168	173	970	484	3375
Recognised Exemptions:											
Leavers	0	0	0	0	0	0	2	0	20	9	31
New starter	3	7	0	0	0	0	1	7	0	0	18
Long Term Sickness Absence	0	6	2	2	2	5	2	2	5	6	32
Long Term Other Absence	2	5	12	6	12	7	8	4	15	6	77
Fixed Term Contract > 1 year	0	0	0	0	0	0	3	0	0	0	3
Relief/Casual workers	0	0	0	0	0	0	0	4	2	0	6
No of Eligible Employees	41	383	252	122	295	416	152	160	930	463	3214
No of appraisals completed	38	317	188	112	257	40	117	107	729	237	2142
% completed	93%	83%	75%	92%	87%	10%	77%	67%	78%	51%	67%
No of appraisals scheduled*	3	66	64	10	38	376	35	53	201	226	1072
% completed	7%	17%	25%	8%	13%	90%	23%	33%	22%	49%	33%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

* scheduled or completed but not yet recorded on iTrent.

All scheduled appraisals to be completed and recorded on iTrent by 20 December 2016