

3 October 2023

Information Rights & Compliance Team
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Our Ref: FOI/04849

Thank you for your request concerning Appraisal Process.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

We are currently in the process of amending our appraisal process. When looking at the staff survey results we have noted you score highly collectively for the below questions

- **Q21b - It helped me to improve how I do my job**
- **Q21c - It helped me agree clear objectives for my work**
- **Q21d - It left me feeling that my work is valued by my organisation**

We simplified our appraisal template to one page please see attached. This helped to focus the conversation on the individual, their personal development, career aspirations and wellbeing.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

**Sue Smith
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

