**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION LTD.**

**Employee Performance & Development Review**

|  |  |
| --- | --- |
| **Name** | Paul Immelman |
| **Job Title** | Director |
| **Reporting to:** | Management Committee |
| **Date of Appraisal** |  |

1. **Personal Assessment**

Reflect on the last year. Consider what went well, what went wrong and what you are continuing to work on. Outline what you consider to be your key corporate contribution throughout the last year, i.e. in addition to your specific objectives.

|  |
| --- |
| **What went well?** |
| **What went wrong?** |
| **What are you still working on?** |
| **What was your key corporate contribution last year?** |

1. **Performance Objectives**

List the objectives set in your last EPDR and comment on to what extent these have been achieved. This should include details of any difficulties experienced in achieving objectives and anything that has helped/hindered performance.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Not Met / To Be Improved** | **Satisfactory** | **Exceeded** |
|  |  |  |
|  |  |  |
| **Comments** No previous appraisal carried out from job start 6 June 2022 | | | |

1. **Performance Outcomes**

**Working Relationships**

Please comment on your relationship with Management Committee and staff elsewhere as appropriate. (Please be specific as to which of the mentioned groups your comments apply to)

|  |
| --- |
| **Management Committee Members** –  I have a good working relationship with the members of the Management Committee  **Staff –**  The small staff team work collaboratively as is required in such a small team, there is a good friendly, though professional relationship with all members of staff. |

Please comment on your relationship with key external stakeholders and name who they are

|  |
| --- |
| **Scottish Housing Regulator –** There have been 2 meetings with the Association’s Regulation Manager since taking up the post, all very cordial and workmanlike with no issues to report on.  **Lenders –** We have no lenders, having repaid all our loans in 2021.  **Lawyers – I** have a good relationship with the Association’s solicitors, TC Young.  **Scottish Government –** No direct contact with the SG other than keeping abreast of current and future legislative changes/proposals.  **Other RSLs –** We retain membership of DRUMCOG the Senior Officers meet every 6 weeks or so and we partner with other RSL’s where we can e.g. The Wie Group Heat/energy scheme.  **Developers –** No contact with developers, the Association are a non-developing RSL  **Other –** Regular meetings with the local authority with specific relevance to the homelessness issues |

1. **Leadership**

This section should include an analysis of your strengths as a leader and how effective you have been in managing your team in achieving its objectives and the support given to members of your team

|  |
| --- |
| **Influencing Decisions**  **Demonstrating Strategic Awareness**    **Demonstrating Self Awareness**  **Emotional Competence and Consistency**  **Accountability & Responsibility**  **Problem Solving**  **Developing Self & Team** |

1. **Training & Personal Development**

List training events and benefits last year if any, and consider what development opportunities would help you to extend your range of competencies

|  |  |  |  |
| --- | --- | --- | --- |
| **Development Objective/ Training Attended** | **Achieved** | | **Benefits to Self & Organisation** |
| **Yes** | **No\*** |
|  |  |  |  |
| **Development Objective/Training Agreed** | | | |

1. **Manager’s Support**

Please comment on your working relationship with your line manager and the support given and received

|  |
| --- |
|  |

Summary of feedback from staff (to be inserted by the Appraisal Panel)

|  |  |
| --- | --- |
| |  | | --- | |  | |

1. **Future**

Please comment on (a) how you would like to see your current role and career developing over the next 5 years and (b) how you will contribute to realising your 5-year career vision

|  |
| --- |
|  |

**8. Performance Objectives for forthcoming year**

(maximum of 6 **Key** objectives)

|  |
| --- |
|  |

1. **Overall Summary (to be inserted by the Appraisal Panel)**

|  |  |  |
| --- | --- | --- |
|  | | |
| **Requires Improvement**  **☐** | **Satisfactory**  **☐** | **Exceptional**  **☐** |

**Employee Signature: Date:**

**Line Manager Signature: Date:**