



# Staff Development

The Percival Guildhouse acknowledges that the greatest resource it has lies in its staff and volunteers (referred to collectively as 'personnel').

This Policy makes clear a commitment to the establishment of practices and arrangements to help personnel to succeed in their work, to progress and to receive fair and consistent support and treatment.

*The Trustees to the best of their ability, through delegated responsibility as appropriate, will*

- ▶ ensure that appropriate induction procedures are in place for new personnel;
- ▶ personnel are appointed subject to a satisfactory probationary period;
- ▶ confidential personal records are maintained and kept up to date;
- ▶ personnel receive regular line management supervision or the opportunity for non-line management supervision;
- ▶ all paid staff receive an annual appraisal with opportunities for training and development;
- ▶ an annual appraisal process for paid staff is cascaded as an element of agreed managerial responsibility;
- ▶ ensure that responsibilities and performance of all personnel are kept under review;
- ▶ remind personnel that fair and consistent procedures exist for grievance and disciplinary issues.