



The Percival Guildhouse

Staff Development Policy

The Percival Guildhouse (PGH) 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.