



**THE
DIOCESE
OF YORK**

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Monday 7th December 2009

Name

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Dear

Canon Peter Warry
Diocesan Secretary

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Introducing the New Employee Review System

Traditionally our appraisal system has tended to be line manager led and has focused on the scoring of core competencies – something which can encourage a focus on the score rather than honest and meaningful discussion about our contribution to the mission of the Diocese. It is my hope that the enclosed new Employee Development Review (EDR) procedure will help us move towards something more forward facing. It has at its heart the objectives of improving relationships and helping us to discuss openly with each other how we feel we can improve and develop in a way which allows us to fulfil our role in inspiring and/or resourcing the mission of the Diocese as effectively as possible.

There will continue to be two systems of review – the EDR and the Review of Ministry. The new EDR will apply to all DBF employees except those who are required to hold the Archbishop's Licence and the new Review of Ministry which will apply to office holders and those employees who are required to hold the Archbishop's licence.

I am conscious that a number of DBF employees who don't hold a licence nevertheless see their work in the Diocese as an expression of their Christian discipleship and a form of ministry. If this applies to you I would encourage you to use your review as an opportunity to consider your work in a vocational context, as provided for on an optional basis within the review format.

The new system will be effective from January 2010. It is my hope that it will support us all in both our professional and personal development and in our wish to make an impact for the better through the work we do. Unless you have an appraisal arranged during the next few weeks (and would prefer to use the old system for this) please discard any old appraisal documentation and file the enclosed new documents in your staff handbook for ease of reference. It is our intention that the review documentation will also be available on the new website when it goes live in the next few weeks. If you have any queries please do not hesitate to contact your line manager, Sally Roberts or me.

With my thanks and best wishes

Peter Warry
Diocesan Secretary

Encs