



**THE
DIOCESE
OF YORK**

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Monday 7th December 2009

Name
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Canon Peter Warry
Diocesan Secretary
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Dear

Development Reviews for DBF Employees who hold the Archbishop's Licence

I am writing to clarify the system of review for DBF employees who hold the Archbishop's Licence.

DBF employees holding the Archbishop's Licence are required to undertake the new format Review of Ministry for Clergy, which as you will see from the enclosed copy is based on a two yearly cycle rather than annually as for DBF employees. Moving forward you will therefore, in each intervening year, need to participate in the Diocesan Employee Development Review (EDR) in order to continue to meet the requirement that you undertake an annual review. I am therefore also enclosing copies of the new EDR procedure.

Traditionally the DBF appraisal has tended to be manager led and has focused on the scoring of administrative competencies - something which we recognise has not always been particularly helpful in reviewing our individual contribution to the mission of the Diocese. It is my hope that the new EDR 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.

The new DBF system will be effective from January 2010. 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 DBF 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. **Update - the Ministerial Development Review documentation is available under "Help for Clergy"**

On a point of clarification your Review of Ministry will be carried out by either your Bishop or Archdeacon and your EDR will be carried out by your line manager. If your line manager is not your Archdeacon or your Bishop then arrangements will need to be made to ensure that everyone is kept appropriately informed of any reviews which take place.

Please do not hesitate to contact Sally Roberts or me if you would like to discuss this in more detail.

With my thanks and best wishes

Peter Warry
Diocesan Secretary

Encs