

Colleagues,

Our new Appraisal and Competency Framework was launched on Business World/Forms/Appraisal in May 2020, replacing the previous or PRD (Personal Review and Development) approach.

Appraisals should take place between April to October annually, with objectives being agreed and set before the end of October for the coming year. This message is to remind staff and managers to begin agreeing these.

Your SMART objectives/goals contribute to the Council's common purpose and outcomes, which work alongside the Competencies, ensuring consistent and successful team work that reflects our values.

All the guidance you will need is online, accessible via:

- [SBC intranet](#)
- [Staff section of the SBC website](#)

Can managers please ensure that this information is shared with staff who do not have access to email or a SBC laptop, making it clear that they will be able to access all the need at: [www.scotborders.gov.uk/staff](http://www.scotborders.gov.uk/staff)

Appraisal meetings can be held by video link on Microsoft Teams or Skype.

We hope you find this new system helpful and practical. If you have any queries, please speak to your line manager in the first instance. You can also email HR at: [askhr@scotborders.gov.uk](mailto:askhr@scotborders.gov.uk)

Regards,

Clair Hepburn  
Service Director HR and Communications