

# Feedback and Future Discussion

The Feedback and Future discussion is the opportunity for both the new colleague and Tripod Directors to discuss and decide if the employment arrangement is working for both parties.

The Operations Coordinator is responsible for coordinating the whole process. They are supported by the Peer Supervisor of the staff being reviewed. The Co-Directors make the final decision on the outcome of the initial work period - usually 8 months.

There are 3 forms/templates to be completed:

Forms/Templates	Who will complete	When
<b>Self-Reflection</b>	Staff being reviewed	Sent >2 weeks before the Feedback and Futures Meeting
<b>Peer Feedback</b>	All Tripod collective members and 2-3 external partners the staff have worked closely with	Sent >2 weeks before the Feedback and Futures Meeting
<b>Non-staff feedback</b>	2-3 external partners the staff have worked closely with	Sent >2 weeks before the Feedback and Futures Meeting
<b>Feedback + Future Discussion</b>	Minimum of 2 Co-Directors, one of which is the peer supervisor of the staff being reviewed, another is the Co-Director who works the closest with the staff (other Co-Directors will be kept in the loop);  and the staff being reviewed	Begun by the Co-Director who works the closest with the staff, added to by other Co-Directors in the prep meeting and completed during the Feedback and Futures Meeting

## Step 1: 3 weeks before the scheduled Feedback and Futures Meeting

The Operations Coordinator updates the Programme/Project Objectives, Co-operative work & Co-Directorship Objectives and Personal Objectives in the 'Feedback and Futures Meeting' and 'Self-Reflection' forms.

The work objectives are based on the staff's job description. The personal objectives would have been written in the person's first peer supervision minutes. New or modified work responsibilities

identified or assigned during collective decision making meetings, Strategy meetings & relevant workplans should also be included.

## Step 2: 2 weeks before the scheduled Feedback and Futures Meeting

The self-reflection form and co-director responsibilities will be sent to the staff being reviewed and the peer feedback form together with the staff's work objectives will be sent to all Tripod collective members and 2-3 external partners the staff have worked closely with. Request names and email addresses of the external partners from the staff who will be reviewed.

## Step 3: 1 week before the scheduled Feedback and Futures Meeting

The completed peer feedback forms should be collected back 1 week before the Feedback and Futures Discussion Meeting in time for collation and some analysis of results. The Operations Coordinator ensures that all forms have been submitted back. While the collation and analysis of results will be mainly done by the peer supervisor. These will be fed into the Feedback & Futures meeting. The staff to be reviewed can request to receive the collated peer feedback before the meeting.

## Step 4: 2-5 days prior to the Feedback and Futures Meeting

The Co-Directors and the peer supervisor (who should also be a Co-Director) will meet to prepare for the Review Meeting. This is a time and space for them to gather their own reflection and feedback on how the staff has met their work objectives. This is also an opportunity to discuss any pressing issues related to staff's performance that needs to be raised.

## Step 5: During the Feedback and Futures Meeting

During the Review Meeting, the Review Form will be used to guide the whole process. This meeting will be attended by the peer supervisor, another 1 or 2 Co-Directors and the staff being interviewed. The Co-Directors will take turns facilitating and minuting the whole meeting.

When discussing the work objectives, the staff will first be asked to give a summary of the objectives they feel they have successfully achieved the most, as well as, the objectives they feel they have struggled the most based on their self-review. Similarly, the Co-Directors will also give their own feedback based on their prep meeting. If there are areas that are not in agreement these should be discussed and noted down in the minutes.

The staff will then be asked to share their reflections on the questions asked in the self-reflection. The peer supervisor and Co-Director will then share the collated feedback from the peer feedback form completed by all staff and some external partners.

If the Co-Directors have any concerns about whether or not the colleague is carrying out their role effectively or whether or not the colleague is a good fit with the collective, they should discuss these in the meeting.

If there are no concerns raised, the Co-Directors will inform the colleague that they have successfully completed the initial period and will be invited to become a Co-Director of the Co-op. Any support required by the staff to help them in their job will also be identified, alongside briefing on the legal implications of being a company co-director.

If the colleague has not met the requirements of the job or where significant difficulties have arisen, the Co-Directors may decide to extend the initial period or terminate the contract. The final decision may be made at the end of the meeting, or if needed, the Co-Directors will meet separately to discuss the outcome of the Feedback & Futures discussion after this review meeting.

## Step 6: After the Feedback and Futures Meeting

If there are issues raised and decisions made during the review these will then be shared in the collective.

A letter will be issued to the colleague to confirm the Co-Directors' final decision on the outcome of the initial period, whether:

- They have passed the initial period and will now be invited to become a Co-Director, new permanent contract will be signed;
- Their initial period will be extended with new fixed-term contract signed, and plans in place to address the concerns leading to this;
- Their contract will be terminated.