

Peer Reflection Process

Tripod Oct 2023

Background:

Other relevant systems/documents:

- Tripod's conflict system
- Feedback and Futures Discussion
- Peer supervision
- Co-directors' Responsibilities & structure summary

In the past, staff yearly reviews have been time intensive in the preparation process and the meeting. We spent a lot of time reflecting on 'objectives' that are actually mostly tasks. We would like to keep our job roles more up to date and relevant and need to have clearer and fairer pathways when someone is not managing their role & responsibilities. We want to find different ways of working and supporting and reflecting that aren't based on ableist performance assessments, and support us to spread responsibility in a sustainable way.

In this process we've rewritten everyone's job description to be more relevant and to focus on the aims for each area, rather than discrete tasks, to allow us to be more qualitative in reviewing those job areas. We also name the purpose of work in each area - e.g the purpose of a programme coordination role is to *oversee strategic programme work for that programme area* and responsibilities under that area include:

- Overseeing, designing and delivering relevant and strategic interventions which are in line with programme aims and movement needs;
- Facilitate good collaboration between Tripod, grassroots campaigning groups and other social justice trainers and facilitators;
- Effective and efficient administration of the programme including minuting and documenting team processes;

Peer reflection:

Every 6 months **peer reflection**

which is more reflective and includes:

1. Peer supervisor circulates an invitation for feedback to other staff and populates the 'role reflection' section of the self-reflection document - with 3 weeks' notice.
2. Staff member fills in 6-month self-Reflection with support from their peer supervisor, as needed. This includes reviewing their job description independently and making notes on each area including celebrations, achievements, upgrades and challenges into

a table which has responsibility areas listed, but not every smaller task - those can be highlighted as needed. E.g:

Responsibility area	Feedback
General Tripod responsibilities	
Team working	
Finance & fundraising	
Training & facilitation	
Programme coordination	
other	

Include in 'other' anything this staff member does which isn't reflected in the job description or named on the individual feedback/self-reflection you've given elsewhere.

Refer to the co-director responsibilities which are included under General Tripod responsibilities.

3. Peer supervisor asks other team members to fill in PeerFeedback form, shares together with the job description and team/personal work plans, compiles feedback - including any proposed tune-ups to role reflection section.
4. Staff member reads summarised feedback in the agenda before meeting, and full input from colleagues as desired.
5. Staff member and peer supervisor meet and go through the notes on the role areas, reflect on team feedback, and how to integrate or respond to it, notetake on the peer reflection agenda.
6. Actions, any proposed changes, feedback & updates are brought to the next collective meetings and any tensions, conflict or disagreement progressed where appropriate in the conflict system.

Peer supervision

7. Usual **peer supervision** to include a check in on progress/changes - this should happen at least once between 6-monthly reviews, more if necessary/desired.

Proposed additional questions for probationary staff

Feedback & futures is the first reflection meeting that a new staff member has and is a separate process to the peer reflection process, around 8 months after starting in their role. It involves making the decision together about if they become a member and co-director and the process includes additional prompt questions about co-op working & co-directorship responsibilities and at least 2 other co-directors should be part of the process..

Post-peer reflection

Notes are shared with the team, highlighting any feedback discussed, actions and goals shared for accountability. Any proposed amendments to role description, Tripod's systems or other proposals are brought to the next operations meeting for discussion. This is especially important if proposing to remove or deprioritise elements of a job role - they may need to be flagged or caught by someone else.

If significant concerns are raised in peer reflection meeting:

- If minor or interpersonal: supported feedback conversation
- If serious concern about conduct or job description: accountability process is started, see conflict system
- Agreements to address issues are made that are checked on in next peer reflection meeting and meanwhile peer supervision - if agreements are not followed up go to stage two of accountability process. It should be made clear if the peer reflection is a step in the accountability process, and include the peer supervisor supported by P&D lead/Operations Coordinator or another co-director.