

Personal Development & Performance Review Policy

Employee Policy Organisation & Workforce Development

1. Policy Statement

Our policy provides a consistent, equitable approach to our Personal Development and Performance Review (PDPR) as part of our performance management process. Performance management is the process of creating a work environment in which you are enabled to perform to the best of your abilities, and is vital for the on-going success of any organisation. It includes creating a shared vision of the values, purpose and aims of the organisation and ensures that you understand your own contribution.

The PDPR is the first step in the annual process of assessing and identifying our training requirements for the coming year. We are fully committed to ensuring that ALL our employees are supported and encouraged to achieve their best. Therefore, PDPR discussions will recognise both what work you have done and the behaviours you have displayed in doing so. Subsequently, agreed objectives will support our strategic plans, values and behaviours. Your PDPR should not replace normal regular dialogue between you and your manager, regular supervision, or good day-to-day management practice.

N.B Doctors must have an annual appraisal in accordance with the Medical Appraisal and Revalidation Policy.

2. The Process

Your PDPR must be completed where appropriate at least once a year, or ideally at least eight weeks before your incremental pay progression date. Interim, PDPR discussions, normally at six months should be held to check your progress and agree any additional support towards your objectives and your agreed Personal Development Plan (PDP). Any interim PDPR discussions **do not** need to be reported through the PDP/R Reporting Tool. Both parties will need to prepare for the meeting by gathering appropriate examples of your competence and achievement of objectives throughout the year. You will receive reasonable notice of your PDPR date to allow you both to prepare and consider:

- Your work over the previous year including *what* and *how* your work was achieved, what went well, and what could have been done differently
- Your completion against your previous years work objectives e.g. work tasks, activities, key performance indicators
- Your completion against your previous years personal objectives e.g. training, leadership, values-based objectives
- Your demonstration of our values and behaviours
- Self assessment against the core behavioural framework
- Self assessment against your technical competency framework (where applicable)
- Your strengths and your development areas

- Your future work and personal objectives in support of our overall core purpose and ambition
- Your career aspirations and talent potential

It is important that your PDPR is a two-way conversation between you and your reviewer (normally your manager). Your reviewer must have completed their Dignity at Work and PDPR training for managers. Your work objectives and Personal Development Plan (PDP) will be agreed between both parties and will contribute to your departmental/directorate strategic objectives.

Although you will retain your own PDPR records locally, notification that your PDPR has taken place, must be reported using the PDP/R Reporting Tool. (See Developing People/PDP/R/Reporting tool)

PDPR and PDP templates are available for use. (See Developing people/PDP&PDPR/Forms).

New starters

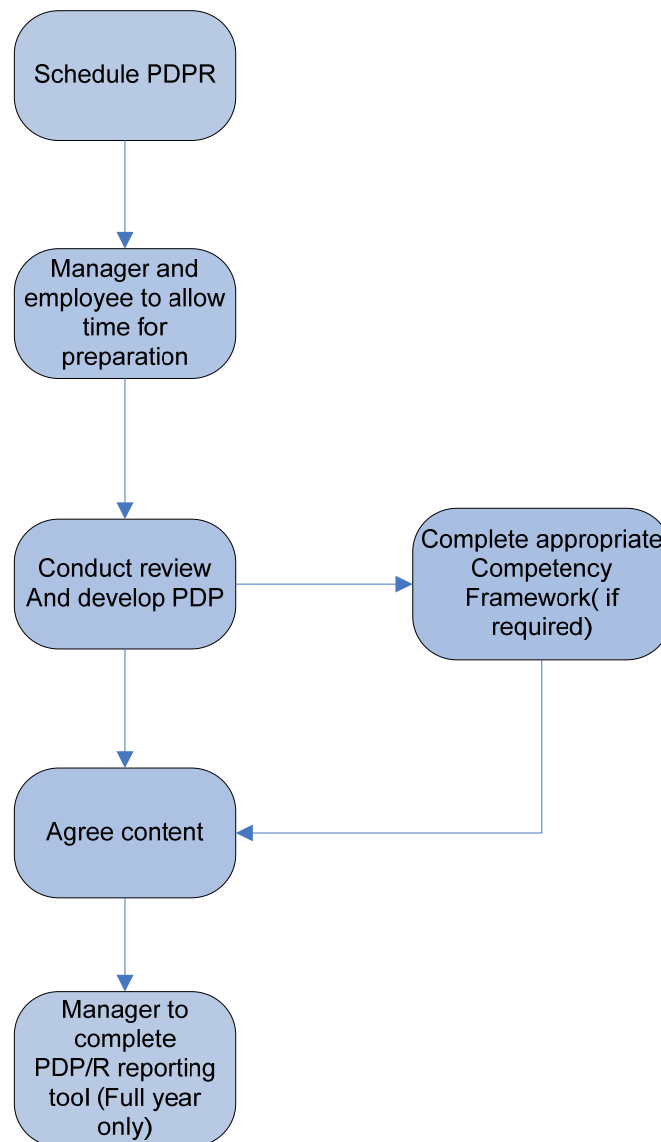
For new starters this will comprise of an initial PDP, a PDP review at 6 months (successful completion of your probation period), followed by an annual PDPR within 12 months of your start date. The initial PDP must also be reported as above using the PDP/R Reporting Tool.

The Core Behavioural Framework

This is a tool to be used by all employees during the PDPR in order to identify any values-based development needs.

This will support you to identify and understand where you are in relation to the competencies, in context of your current role and what you may need to achieve if you wish to be considered for a different or higher banded role in the future. It also helps the organisation to understand the overall training requirements for the whole organisation, as well as identifying a talent pool for succession planning.

3. Flowchart



4. Policy Approval and Review

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