

Human Resources & Workforce Development

Corporate Performance, Development and Review Scheme

**Performance Development**

**Review (PDR)**

**PDR – Version 1.**

(Individual/Distance)

**Please read ‘Guide to Corporate PDR scheme’ prior to completing PDR/PDP** [**http://towernet/staff\_services/hr\_workforce\_development/people\_management/PDRs/**](http://towernet/staff_services/hr_workforce_development/people_management/PDRs/)

**Paper version 1- PDR – Individual /Distance**

For individual staff members who do not have HR self-service and/or rarely meet their line manager due to working hours e.g. peripatetic workers

**Performance Development Review (PDR)**

All staff should have a performance development review with their line manager, a mid- year review and end of year review.

These provide opportunities for managers and staff to work together to:

* assess work and performance
* review past performance
* set objectives and targets for the coming year
* discuss personal development needs

Performance will be reviewed at 2 period’s throughout the year.

**Annual PDR (April – June)**

Each member of staff will have an annual PDR with their line manager to review the previous year’s performance (if applicable), and set new objectives for the year ahead.

**Mid - year review (Nov –Dec)**

Review the objectives, outputs, behaviours in line with the council’s core values and any training needs identified since the annual PDR meeting.

**Section 1**

|  |  |
| --- | --- |
| Employee Name |  |
| Employee No. |  |
| Service |  |
| Directorate |  |
| Line Manager Name |  |
| Date of PDR |  |

**Section 2**

Please tick one

|  |  |
| --- | --- |
| Annual review |  |
| Mid- year review |  |

**Section 3**

**Objective 1**

|  |
| --- |
| Title: |

|  |
| --- |
| Description: |

|  |
| --- |
| Employees comments: |

|  |
| --- |
| Managers Comments: |

Carry forward:

Objective completed Click here to enter a date.

Status:

**Objective 2**

|  |
| --- |
| Title: |

|  |
| --- |
| Description: |

|  |
| --- |
| Employees comments: |

|  |
| --- |
| Managers Comments: |

Carry forward

Objective completed Click here to enter a date.

Status

**Objective 3**

|  |
| --- |
| Title: |

|  |
| --- |
| Description: |

|  |
| --- |
| Employees comments: |

|  |
| --- |
| Managers Comments: |

Carry forward:

Objective completed Click here to enter a date.

Status

**Objective 4**

|  |
| --- |
| Title: |

|  |
| --- |
| Description: |

|  |
| --- |
| Employees comments: |

|  |
| --- |
| Managers Comments: |

Carry forward

Objective completed Click here to enter a date.

Status

**Objective 5**

|  |
| --- |
| Title: |

|  |
| --- |
| Description: |

|  |
| --- |
| Employees comments: |

|  |
| --- |
| Managers Comments: |

Carry forward:

Objective completed Click here to enter a date.

Status

**Objective 6**

|  |
| --- |
| Title: |

|  |
| --- |
| Description: |

|  |
| --- |
| Employees comments: |

|  |
| --- |
| Managers Comments: |

Carry forward:

Objective completed Click here to enter a date.

Status

**Objective 7**

|  |
| --- |
| Title: |

|  |
| --- |
| Description: |

|  |
| --- |
| Employees comments: |

|  |
| --- |
| Managers Comments: |

Carry forward:

Objective completed Click here to enter a date.

Status

**Over all comment summary**

Employee comments

|  |
| --- |
| *Enter any additional comments you have discussed during your PDR meeting.* |

Manager comments

|  |
| --- |
| *This should include details of the discussion held during the PDR meeting* |

**Section 4- Declaration of Interest**

All staff must complete a DOI form on an annual basis, or sooner if circumstances change so that you have something to declare

Has a DOI been completed within the last 12 months \*YES/NO (delete as applicable)

**Section 5 Personal Development Plan**

*(Please complete this section after completing the PDR)*

Part 1

|  |  |
| --- | --- |
| Employee Name |  |
| Employee No. |  |
| Service |  |
| Directorate |  |
| Line Manager Name |  |
| Date of PDP |  |

Part 2

|  |  |
| --- | --- |
| PDP review | \*Annual/\*6 months (\*delete) |
| PDP year | 20?? |

Part 3

**Please list up to five development needs and associated information**

|  |  |
| --- | --- |
| **Development 1** | *Please indicate which development need ‘see grid’* |
| *Specify development need* |
| *How will development be met ‘see grid’* |
| *Required outcome of development need ‘see grid’* |
| *Target date* |

|  |  |
| --- | --- |
| **Development 2** | *Please indicate which development need ‘see grid’* |
| *Specify development need* |
| *How will development be met ‘see grid’* |
| *Required outcome of development need ‘see grid’* |
| *Target date* |

|  |  |
| --- | --- |
| **Development 3** | *Please indicate which development need ‘see grid’* |
| *Specify development need* |
| *How will development be met ‘see grid’* |
| *Required outcome of development need ‘see grid’* |
| *Target date* |

|  |  |
| --- | --- |
| **Development 4** | *Please indicate which development need ‘see grid’* |
| *Specify development need* |
| *How will development be met ‘see grid’* |
| *Required outcome of development need ‘see grid’* |
| *Target date* |

|  |  |
| --- | --- |
| **Development 5** | *Please indicate which development need ‘see grid’* |
| *Specify development need* |
| *Please indicate how will development be met ‘see grid’* |
| *Please indicate required outcome of development need ‘see grid’* |
| *Target date* |

**Development needs**

**How will development be met**

|  |
| --- |
| Compliance training |
| Customer services |
| Equalities and Diversity |
| ICT training |
| Leaders & Management Development |
| Other |
| Performance Development |
| Personal Development |
| Professional Development |
| Social Care Development |
| Teaching |
| Understanding Tower Hamlets |

|  |
| --- |
| Professional Coaching |
| Conferences/seminars |
| E- learning |
| External Training course |
| Internal Training course |
| Project based experience |
| Qualification based training |
| Secondment |
| Mentoring |
| Work based Shadowing |

**Required outcome of Development**

|  |
| --- |
| Better awareness of diversity |
| Better resource management |
| Effective Leadership and Management |
| Enhanced skills and knowledge |
| Greater business focus |
| Higher customer satisfaction levels |
| Improved service delivery |
| Improved understanding of Tower Hamlets |
| Increased safeguarding practices |
| Statutory/policy compliance |
| Support career development /progression |

Part 4

**Please ensure the PDP is sent to HR Central Services**

[**learning @towerhamlets.gov.uk**](mailto:central.services@towerhamlets.gov.uk)

The PDP will record that the PDR has been completed.