

**EMPLOYMENT COMMITTEE - 2 DECEMBER 2010****PERFORMANCE DEVELOPMENT REVIEW PAPERWORK AND GUIDANCE  
REFRESH****REPORT OF THE DIRECTOR OF CORPORATE RESOURCES****Purpose of Report**

1. The purpose of this report is to present information to the Employment Committee regarding the refresh of the Corporate Performance Development Review (PDR) paperwork.

**Background**

2. In response to the aim set out within the People Strategy 2010-13 for service improvement, the PDR paperwork has been refreshed. This refresh is also in line with the requirement set out by the People Strategy Board in January 2009 when approving the then revised PDR process and paperwork, and Management Competency Framework.

**Existing PDR Paperwork**

3. The PDR Paperwork implemented from January 2009 set out to harmonise the PDR process across the Council. From this, a new form was introduced in 2009 for managers which included the revised Management Competency Framework, plus a new form for staff was created excluding the management competency element. The Learning Pathways were also introduced as a method of clearly identifying the individuals learning and development needs and priorities within these needs.

**Proposal**

4. Following consultation with managers, staff, Workers Groups, and Unions across the Council over the last four months it is proposed that the PDR form for managers and staff merge into one form, with clear direction and separation of the management competency framework which must be completed by managers only.
5. The PDR guidance has also been merged into one more useable document for all managers and staff, again clearly setting out which elements relate to the PDR and which elements relate to the Management Competency Framework.
6. Supplementary guidance originally contained within the 2009 PDR form have now also been removed, therefore eliminating duplication between the guidance and the form, making the form more focused, sharper and clearer.

7. A PDR Review form has been created, which is a new development. This form will focus managers and staff upon achievement of the objectives and priorities set within the PDR.
8. The Learning Pathways, which is a method within the PDR of setting out the learning and development needs and priorities of the individual have been refreshed, resulting in a more focused and smarter approach.

### **Oracle**

9. It is now proposed that managers are required to use the PDR recording facility on Oracle, which will create a more efficient and effective way to collect the required management information data on PDR completions. This is a simple, existing resource which managers can readily access to record when PDR and PDR reviews have taken place for their teams, and which now places the responsibility for this with the managers who are responsible for completing the PDR. Using this Oracle facility will save significant time and resources for the Corporate Learning & Development Service in gaining completion dates with managers. It will also provide robust data for Leicestershire County Council on performance management.

### **Communication**

10. Communication of these changes will take place for both managers and staff over the coming months, commencing in December 2010 and in line with the completion of PDRs from January to March/April. All managers are invited to a one hour briefing session, which are being held across the County, and which will advise managers of the changes and updates to the form and guidance. The briefing sessions will also seek to embed Learning Pathways as a method of prioritising learning and development needs, and therefore support the effective use of resources to meet these priorities.
11. In addition to the briefing sessions information will also be shared with managers and staff via the Corporate Information Service (CIS), Managers Digest, Departmental Workforce Groups, Departmental Newsletters/information sharing forums, etc.

### **Recommendation**

12. The Employment Committee is requested to note the content of the report and support the refresh of the PDR Paperwork and Guidance.

### **Background Papers**

13. Management Development Report to Employment Committee, 20th February 2009.

### **Circulation under Local Issues Alert Procedures**

14. None

## **Equal Opportunities Implications**

15. There are no equality issues arising from the implementation of these changes.

## **Officer to Contact**

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## **List of Appendices**

Appendix A – PDR Guidance

Appendix B – PDR Form