

EMPLOYMENT COMMITTEE – 31 MARCH 2011

PERFORMANCE DEVELOPMENT REVIEW COMPLETIONS - UPDATE

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of report

1. Employment Committee, at its meeting on the 2 December 2010, requested a report on the number of Performance Development Reviews (PDR) completed across all departments within the Council in 2010. This report confirms the number of PDR's completed during 2010.

Background

2. The PDR cycle is part of the business planning process, following the service, financial and workforce planning cycles undertaken by Departmental Management Teams and its Managers across the Council. Over last two years each department has begun to align these processes to a clearer timescale, with January to March being set as the expected completion timescale for PDRs.
3. **Appendix A** details the business planning process, and the essential role PDRs play for staff to understand the 'golden thread' and how they contribute to the achievement of their team, service and Council priorities.

Completions 2010

4. Managers are responsible for the completion of the PDR, and learning and development is provided to support managers in this task. During 2010 the following completion rates were recorded:

Department	Total staff	Total received a PDR	Total not received a PDR	Percentage of PDR completions
Chief Executives	435	367	68	84%
CYPS	2165	1860	305	86%
Corporate Resources	1016	991	26	98%
Environment & Transport	1120	703	417	63%
Adult Social Care Community Services	2262 721	Figure unknown 620	Figure unknown 101	Figure unknown 86%

5. For the purpose of this report, Adult Social Care and Community Services figures are showing separately and not as one department. In 2011/12 Adult Social Care will implement the PDR cycle from January to March, and use the Oracle PDR reporting system which is newly available to all departments in 2011/12. In 2010 this cycle was not in place, and no mechanism existed within the service to gather data on the number of completions. The approach within the service was also exasperated by the significant Personalisation transformation programme that took place in 2010, and the demands this placed upon managers.
6. During the same period Community Services followed the set cycle and reported upon completions.
7. In order to support managers and improve the completion rate, the PDR form for managers and staff was revised for January 2011, merging the former separate manager and staff PDR forms into one form, with clear direction and separation of the management competency framework which must be completed by managers only. A form for the PDR six monthly review was also introduced. These changes were approved by Employment Committee on 2 December 2010.
8. In addition to this, the use of Oracle PDR tracking has been introduced, which will harmonise the process for tracking the completion rates across the Council at the end of 2011/12.

Recommendations

9. The Employment Committee is requested to note the content of the report and support the continued focus upon the completion of quality PDR's for staff.

Background Papers

Performance Development Review Report to the Employment Committee on 2 December 2010.

Circulation under the Local Issues Alert Procedure

None.

Officer to Contact

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Equal Opportunities Implications

There are no equality issues arising from this report.

List of Appendices

Appendix – Business Planning Processes including PDR completion 2010