

EMPLOYMENT COMMITTEE – 28 FEBRUARY 2012

**UPDATE ON PERFORMANCE DEVELOPMENT REVIEW COMPLETIONS
2010/11**

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of report

1. To provide an update on the number of Performance Development Review (PDR) completions across all departments within the Council in 2010/11.

Background

2. The PDR cycle is part of the business planning process, following the service, financial and workforce planning cycles undertaken by managers across the Council. Each department now aligns these processes to a clearer timescale, with January to March being set as the expected completion timescale for PDR's.
3. The PDR ensures that all staff have access to a regular discussion about their performance and development needs in relation to their job role. As an essential performance management tool for the Council, the PDR ensures staff have a sense of direction and purpose within the context of service planning and the Council's objectives. The PDR also aims to motivate staff to perform well within their role.
4. The Leading for High Performance programme for senior managers reiterated the role of the PDR in supporting the Council through the challenges and changes taking place, in managing the increasing financial constraint within the public sector, in taking tough decisions and having a greater emphasis on working with our partners. The PDR therefore reinforces the need for clear and strong leadership, and for clarity about the performance and behaviours that will be necessary for the Council to continue to perform well.

Completions 2010

5. Managers are responsible for the completion of the PDR, and learning and development is provided to support managers in this task. During 2010/11 the following completion rates were recorded:

Department	Percentage of PDR completions
Chief Executives	98%
CYPS	53%
Corporate Resources	85%
E&T	53%
Adults & Communities	74%

6. Since the previous PDR completion report to Employment Committee on the 31st March 2011, Adults and Communities have now implemented one system across the department, with the Director of Adults and Communities regularly communicating with staff to ensure and support PDR completion.
7. The assessment of managers as part of the Management Competency Framework sits within the PDR. In light of the Leading for High Performance approach, this framework will be revisited to reflect the leadership priorities for the Council as an outcome of the programme. Further information will be brought to the next Employment Committee for approval on the 14th June 2012.

Recommendations

8. The Employment Committee is asked to support the continued focus upon the completion of quality PDRs for staff.

Background Papers

9. Performance Development Review Report, 2nd December 2010, and 31st March 2011.

Circulation under Local Issues Alert Procedures

10. None

Officer to Contact

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Equal Opportunities Implications

11. There are no equality issues arising from this report.