

**Performance and Development Review Preparation**

Your approach to preparation for your PDR should be discussed and agreed with your manager, who may give you time to do this in advance of your PDR meeting. Giving this form to your manager in advance of your meeting may help your manager to prepare, or it may be agreed that you bring it with you to your meeting.

Below are some tips to help you in preparing for your Performance Development Review meeting. It is designed to help you capture your own view of your performance over the last 12 months and what you think the focus for your role will be over the next 12 months as a starting point for your PDR discussion.

(These are expandable boxes which you should use as appropriate).

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| **Name:** |  |
| **Manager’s name:** |  |
| **Date of meeting:** |  |
| **Looking Back:**  Using last year’s PDR, 6 monthly review and any 1:1 notes, review the targets, key tasks and objectives that were set for the past 12 months. It is not only the tasks that you do that are considered important to the organisation, but also how they are done. To reflect this, the PDR assesses a combination of both tasks and behaviours. Our behaviours and the way we work is reflected in the MVDC Values (we care, we listen, we respect, we trust, we lead).  Consider which key tasks and/or objectives have been fully or partly achieved during this period:  Did any of your key tasks/objectives change significantly? Why was this?  What were your significant achievements?  Which of your tasks/objectives went well? Which did not go so well? Were there any you were unable to achieve during this period? Why do you think this was?  Do you need to consider technical breaches e.g. data protection, ICT security – did any occur, why was this and what have you done about it (e.g. training, improved record etc.).  Did the way in which you complete your objectives reflect MVDC Values? Can you give examples? Are there any additional activities you do to support the organisation outside your role (e.g. Mental Health First Aider, customer care champion, Staff Hub member, project work)? Have you found these to be beneficial?  \*If you are a manager, you may consider compliance of H&S requirements for your team (viewed via Pentana) | |
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| **Looking Forward:**  What main expectations, key tasks and objectives are you aware of that will be ongoing or coming up in the next 12 months? Are you aware of how these align to the Council’s Values and other key strategy documents such as the Corporate Plan and/or your Service Plans?  What will your role be in achieving these?\*  What is the timeframe likely to be?  How will you measure your success? What will good look like?  What resources/technical skills/relationships will you need to build in order to successfully achieve these?  \*If you are a manager you should also consider the work of the team(s) you manage as part of your objective setting. | |
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| **Wellbeing and aspirations:**  Are there any points in relation to work, morale, working relationships, equipment, etc. you would like to discuss?  You may also take this opportunity to discuss any future plans that you feel it would be helpful and appropriate for your manager to be aware of, or that you would like support in preparing for? (For example life changes, relocation, retirement, care for a dependant etc.) | |
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| **Development summary:** [**Please check L&D Business Systems or click here for a guide to logging and viewing Learning Events**](https://molevalleydc.sharepoint.com/:w:/s/Team-HRa/EW1eou0lJvdKiZBIRI5QpGkBGgFzEExWV4nEl2xl1hFBlg?e=Dz6DzQ)  It is an expectation on all our employees, regardless of length of service to undertake learning that will ensure they are able to carry out their role effectively, and to be proactive in identifying appropriate and relevant opportunities.   * What training, development and/or support have you undertaken over the past 12 months? * What additional training, development and/or support might you need to achieve your key tasks and objectives over the next 12 months? * What type of learning would be most suitable for you to achieve your objectives (e.g. on-line, virtual, specialist, shadowing, job swaps etc.) and why? * You may want to review the e-learning courses that are available to book on [My HR](http://molly/index.cfm?articleid=14206) and discuss the suitability of a specific course/s with your manager.   Please note any development that you believe is needed for your current role, including skills enhancement should be noted below for discussion with your manager.  Please note any development that you believe is needed and has an attached cost must be documented for learning needs analysis and consideration by the relevant BMT or Executive Head/SLT for approval before booking. Current budgetary challenges due to Covid pandemic are such that we must restrict expenditure to training required to deliver current roles. | |
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You are deemed to consent to providing any additional information to your manager (e.g. on personal circumstances, wellbeing or background information provided in relation to your performance) that is included within this form. However, if you are concerned that any such information is particularly sensitive or personal to you (and does not fall within our stated grounds for sharing information as contained within our Employer’s Privacy Notice) you should highlight the information that you are not providing consent to share with anyone but your manager. Please note that information relating to performance in your role does not need consent to be processed in accordance with GDPR principles and insofar as it relates to management of your employment contract with us. (See Employment Privacy Notice for further details).