

PDR Process										
	Objective	Owner	Key contributors	Completion date	Resource issues	Communication issues	Risks	Review date (s)	Period Activity	Status
Objective	Formulate and implement process for Personal Development Reviews	D.Dawson	Vic McMillan Chris Parkinson	May-07	Availability of key contributors to allocate sufficient time to the process.	All departments, sections and watches will need to be included	The project requires the support and buy-in from all managers and for appropriate time to be allocated to the task.	25th May 2007	summary of activity - * a new style of PDR form has been produced which is suitable for all personnel (uniformed and non-uniformed) and includes appraisal and the platform for CPD. * a new policy and procedures have been	On track
Sub objective	Identify appropriate review process, procedure and documentation	D.Dawson	Vic McMillan	Feb-07	As above	None	Project is subject to tight timescales which if delayed may be difficult to catch up.	26th Feb 2007	Final version has been produced in readiness for consultation process	completed - pending consultation
Sub objective	Develop Policy and Procedures, progress through consultation.	D.Dawson	Vic Mcmillan Dick Dawson	Feb 07 to produce policy, March 07 for consultation.	Ability of CP to commit time to this work.	Clear discussion to take place between CP and DD.	Rep bodies may be obstructive during consultation.	2nd March 2007	Policy and procedures have been produced in readiness for formal consultation. The item has been presented at both non-uniformed and uniformed Panel meetings.	completed - pending consultation
Sub objective	Develop methodology for outcomes of process to be forwarded to SDC.	D.Dawson	Vic McMillen	Feb-07	Time to develop system.	None	None	26th Feb 2007	Document produced and placed on shared drive in PDR folder. This will be reviewed as part of the review process.	Completed - pending consultation
Sub objective	Formulate and implement appropriate Reviewer training process	D.Dawson	Vic McMillan, June Berridge, Donna Kelly, PaCT members	Apr-07	Availability of line managers to visit every section, watch, department.	As a number of managers will deliver the briefings the method and content must be standardised and controlled.	Inconsistent messages. Lack of clear understanding amongst reviewers.	20th April 2007	Agreement has been made that SS will carry out the briefings to thir own managers and L&D will brief the other managers. Guidance documents have been produced and additional guidance on the scoring methodology have also been produced.	On track
Sub objective	Set schedule and timetable for all staff to undergo annual review including monitoring of compliance	D.Dawson	Vic McMillen	Apr-07	None	Needs to be communicated to all members of the organisation.	Unwillingness of managers and individuals to complete the process.	20th April 2007	PDR's will take place in April of each year with a six month review set for October. For this year, the reviews will take place in May. Monitoring of compliance will be carried out by L&D by auditing the spreadsheets received.	On track
Sub objective	Formulate process for all staff to develop PDP's, including review and monitoring process	D.Dawson	Vic McMillan, June Berridge, PaCT members	May-07	Time for line managers to carry out reviews and monitor progress.	Needs to be communicated to all members of the organisation.	Unwillingness of managers and individuals to complete the process.	11th May 2007		On track
Sub objective	Formulate process to periodically evaluate overall effectiveness	D.Dawson	PaCt Members	Sep-07	None	None	ability of managers to establish effectiveness	11th May 2007		N/A at present