



Human Resources Department

Personal Development Planning and Review

Policy statement and protocol



Prepared by : PDP & Review Policy Working Group

Review / development group composition: Clinkscale Helen, Laing Janice, Smyth, June;; McLaren, John; Roberts, Julie; Laing, Janice; Smith, Claire (HR); Chapple, Yvonne; Gane, Trudy; Whiting, Samuel; McKenzie, Jan; Clark-Irene; Wilson, Alison; Czajka, Margaret; Barraclough, Nicola

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Signed : Chief Executive and Employee Director

Note:

V1.9 – Includes changes to terminology following the local introduction of e-KSF

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1. Introduction

NHS Borders recognises the importance of a joint performance review and development policy that is clear, concise and free from all forms of discrimination, as well as the need to ensure that appropriate support is available to staff and that all employees have access to learning and development opportunities throughout their careers.

This is an important element of the organisation's commitment to equal opportunities and the following procedures will ensure fairness and equity in relation to all staff groups.

The basis of this policy is NHS Border's commitment to the 'Personal Development Planning and Review PIN Policy' issued by the Partnership Information Network in May 2011.

Through personal development planning and review everyone can expect:

- Support to help keep up to date, and acquire new skills as relevant to job role and purpose;
- The opportunity to discuss at regular intervals their development needs and associated learning opportunities;
- Support to participate in personal development planning and review
- Transparent decision-making about NHS Border's investment in learning activities that will be based on a reasoned assessment of personal learning needs and the development objectives of NHS Borders.

2. Aim, Purpose and Outcomes

- Personal development planning and review aims to be realistic, achievable and reflective of NHS Border's commitment to the Staff Governance Standard.
- Personal development planning and review is relevant to support job performance, career development and provide evidence of commitment to lifelong learning.
- Personal development planning and review provides an opportunity for staff member and manager or delegated reviewer to meet on a one to one basis, share ideas and talk openly about the job, agreeing work objectives whilst raising any concerns or issues.
- Personal development planning and review mainstreams the equality and diversity agenda at every level within the NHS in Borders.



This policy has been developed and agreed through the Area Partnership Forum.

3. Scope

3.1 Who is the policy intended to benefit

NHS Borders views personal development planning and review as part of a continuous process to help everyone develop capabilities and potential to fulfil job role and purpose and so contribute to increasing the effectiveness of organisational performance. This process applies to all staff subject to the Agenda for Change agreement.

- This policy therefore applies to all staff (within six months of commencement of employment) and includes temporary and bank staff working for longer than six months continuously within NHS Borders.
- This policy provides the basis for 'good practice' in personal development planning and review and whilst not exclusive, is particularly relevant to staff who are contracted within Agenda for Change Terms and Conditions.

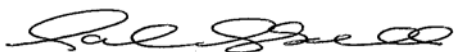
NHS Knowledge and Skills Framework (KSF) post outlines should be developed for all **posts**, under Agenda for Change Terms and Conditions, as these will provide the basis to formulate the development review discussions. An NHS KSF post outline sets out the NHS KSF dimensions and levels that apply to a particular post in the NHS. The combination of dimensions and levels gives a broad indicator of the knowledge and skills required for a post.

3.2 Who are the stakeholders

Employees of NHS Borders

This policy and protocol is based on the Personal Development Planning and Review PIN Policy (May 2011).

The policy and procedures apply to all managers and staff within NHS Borders.



Calum Campbell
Chief Executive



John McLaren
Employee Director

4.Principles, Roles and Responsibilities

4.1 Principles

Personal development planning and review is an approach to ensure that everyone knows what is expected of them, gets feedback on performance and is able to identify and progress towards satisfying their development needs.

- A responsibility to link individual, local and organisational development.
- Use of the KSF post outline to match individual development needs to the requirements of a post (where appropriate).
- Consistency of electronic proformas or paperwork for personal development planning and review that complies with confidentiality and data protection guidelines.
- A separation of personal development planning and review from disciplinary process.

4.2 Roles

Personal development planning and review will take place (as a minimum) annually with a manager / reviewer. More frequent reviews (formal or informal) should be carried out where both manager / reviewer and reviewee feel this would assist in driving the development plan.

- Personal development planning and review is based on self-assessment, supported and facilitated by a manager / reviewer, formalised through the annual review meeting.
- The manager / reviewer should ensure that the reviewee has a copy of and fully understands the documentation or electronic system used within the local area.
- It is the responsibility of the manager / reviewer to fully prepare for the review meeting to ensure that meaningful and focused two-way dialogue relating to the reviewee's development ensues.
- There should be a minimum of two week's notice of a review meeting, the location and timing of which must be mutually convenient for the manger / reviewer and reviewee
- The individual and manager / reviewer will document the personal development planning and review. Copies of the development plan to emerge from the process should be signed by both manager / reviewer and reviewee and each should retain a copy or have access to electronic system if used to view. This document will be required for future review of progress and will inform the local learning plan.
- Whilst personal development planning and review focuses upon identifying

individual potential and development needs, a summary document will be completed by the manager / reviewer.

- The personal development planning and review process includes the availability of a third party for support or resolution of any issues encountered that cannot be dealt with by the manager / reviewer and reviewee together.

4.3 Responsibilities

All employees have a responsibility for their own development and should take an active part in the personal development planning and review process.

The individual is responsible for;

- Becoming sufficiently aware to work within this policy.
- Fulfilling their role within the organisation including the allocation of adequate time for preparation, conduct and follow up of the personal development planning and review process and;
- Taking an active interest in their own learning and development and accepting responsibility to fulfil the agreed resourced learning identified through the process.
- Ensuring their reviewer is aware of any contributing factors that may impact their contribution to the process.

The manager / reviewer is responsible for;

- Ensuring that the personal development planning and review process is commenced on completion of the induction phase.
- Assisting individuals to understand what is expected of them as part of the personal development planning and review process.
- Ensuring that every individual has a Personal Development Review at least annually.
- Providing constructive feedback on the individual's work and related development.
- Providing prompt formal notification of any performance concerns to the individual in advance of the PDP Review.
- Making reasonable adjustments which take into account any declared or identified issues the reviewee may have in relation with the process in accordance with the Equality Act 2010.
- Identifying, allocating and accounting for resources, including time, for learning and development.

The Training & Professional Development Department is responsible for:

- Ensuring that everyone is sufficiently aware to work within the Policy.
- Supporting personal development planning and review process within all areas of the organisation.
- Ensuring that the policy is audited and any areas identified for improvement are addressed.
- Ensuring this policy is implemented throughout the organisation.
- Provision of training for reviewers.

5. Resource Implications

The personal development planning and review process is resourced at local level through local budget holders. It is supported by access to learning opportunities available through the organisation and externally.

6. Quality Improvement – Monitoring and Review

NHS Borders undertakes to monitor and review the operation of this policy on an ongoing basis to ensure that the aims of the policy are actually being achieved. Monitoring and review will be undertaken in partnership and will focus on both quantitative and qualitative data. This policy will be reviewed every two years via the HR Policies Group.

7. Supporting Policies

- Induction Policy
- Grievance Policy
- Managing Employee Conduct Policy
- Managing Employee Capability Policy
- Recruitment and Selection Policy
- Secondment Policy
- NMAHP CPD Support Policy
- Equal Opportunities Policy

The KSF and Personal Development Planning Review process is not part of the Employee Conduct Policy. Should any issues related to employee conduct be of concern, these must be addressed by line managers / reviewers separately from the Personal Development Planning and Review process. Whilst a number of policies have been listed for reference it should be noted that this list is not exhaustive.

8. Equality and Diversity Impact Assessment

This policy meets NHS Border's SIA

