

Record of PDR Meeting

Interviewee

Name:

Section:

Post Title:

Date of PDR Interview:

Date of previous year interview:

Interviewer Name:

Post Title:

Review of last year's targets, outcomes and objectives

Which were successfully achieved: What actions were taken to help?

Which were unsuccessful or are still underway: Are any other actions or support needed to help improve performance?

What does individual want to do in the future? (Cover both employment and training)

Objectives/Targets for next 12 months (Include any training booked or to be booked)

Description	To be achieved by	Standard

Management checks and validations that may be Covered	Completed - Date Achieved	N/A	Next event/check to be completed by
<i>Mandatory</i>			
Code of Conduct - Annual Return completed			
Fire Safety Training – Annually			
Car Insurance Paperwork – Annual check where expenses claimed			
Fraud & Corruption – 3 years			
Information Governance – 3 years			
Equality Diversity – 3 years			
Financial Rules – 3 years			
<i>Service/Role Specific Requirements</i>			
Manual Handling – 3 years			
COSHH			
First Aid – 3 years			
Moving and Handling of People - Annually			
Basic Food Hygiene – 3 years			
Advanced Food Hygiene – 3 years			
Safeguarding Children – 3 years			
Safeguarding Adults			

PDR: Learning & Development Return

Individuals Name:

Post Title:

Section:

Service:

Date of interview:

Interviewer:

Training booked or to be booked on MLE as part of this PDR. All individuals should book courses on MLE themselves or pass to booking agent where they do not have access

Course	Date

Development area identified but no course yet found

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