

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

|  |
|--|
|  |
|--|

Please separate this page and send completed form to HR People Centre, Floor 1, Core 5, Civic Offices. This will allow automatic monitoring