

**Performance & Development Plan (PDP) Year:20\_\_/20\_\_  
Use this form in June/July to reflect on performance during the past year and set objectives for the coming year.**  
To be completed by all **members of BHCC staff** for discussion and agreement with your manager.

**Important**: Members of the **Leadership Network** should use a different [PDP](http://wave.brighton-hove.gov.uk/supportingyou/HR/performancemanagement/seniormanagerperformance/Pages/default.aspx).  
**ORBIS** staff should use a different [Performance & Development Form](http://wave.brighton-hove.gov.uk/supportingyou/performanceimprovement/Orbis/Pages/Orbisperformance.aspx).

**Your details**

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| **Name** |  | **Line Manager** |  | |
| **Job title** |  | **Manager’s Manager** |  | |
| **Team** |  | **Performance review date:** | |  |

**LINE MANAGER: BEFORE YOU BEGIN THE PDP MEETING, RECORD THE DATE ON PIER. RECORDING OF PDPs WILL BE MONITORED BY DIRECTORATE MANAGEMENT TEAMS TWICE A YEAR.**

**Part 1 – End of Year reflection on performance during year**

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| **Member of staff’s comments**  What have you achieved and how do you feel you have developed? This could include activities outside of your daily role such as being part of a workers’ forum, steering/focus groups or projects for example.  What have been your behavioural strengths and have you identified any behaviours for improvement? | | |
| **Part 1 – Continued - Line Manager’s comments**  What good performance would you like to recognise from last year? What areas have you seen improvement/development in? Is there feedback you would like to give in terms of areas for improvement? | | |
|  | | **Signature** | **Date** |
| **Member of staff** | |  |  |
| **Line Manager** | |  |  |
| **Manager’s Manager** | |  |  |

**Part 2 – Covid-19 Pandemic**

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| **Resonse to the crisis** The Covid-19 crisis has had a huge impact on our services, teams and staff. It is important that we take time to reflect on this and recognise the work and achievements in response to the crisis.  In the guidance you will find some specific topics and questions you may want to include here. Use the box below to record your conversation. |
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**Part 3 – Your objectives for the coming year**

What part do you play in achieving **Our Plan 2020 to 2023.** Take a look at your **Directorate**, **Service & Team Plans.** We recommend you have a minimum of **three** personal objectives.

How you measure your objectives should be **Specific, Measurable, Agreed, Realistic** and **Time bound (SMART)**.

Throughout the year your objectives may need to be adjusted so that they continue to support the evolving nature of your Team/Service.

Remember to use the 121 form every 4 to 6 weeks to plan the steps you need to take to achieve your objectives.These will be your **Areas of Focus** for that period.

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| **Objective 1** | Write objective here |
|  | By when will it be achieved? |
|  | How will you know you have achieved it? What are the measures of success?  (The measures need to be specific, realistic and agreed upon.) |
| **Mid Year Review** | Has the objective been achieved? What evidence is there?  Does it need to change? |

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| **Objective 2** | *Write objective here* | |
|  | By when will it be achieved? | |
|  | How will you know you have achieved it? What are the measures of success?  (The measures need to be specific, realistic and agreed upon.) | |
| **Mid Year Review** | Has the objective been achieved? What evidence is there?  Does it need to change? | |
|  | |  | |
| **Objective 3** | | Write objective here | |
|  | | By when will it be achieved? | |
|  | | How will you know you have achieved it? What are the measures of success?  (The measures need to be specific, realistic and agreed upon.) | |
| **Mid Year Review** | | Has the objective been achieved? What evidence is there?  Does it need to change? | |

**Add more boxes as needed if you have more than 3 objectives**

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| **Objective for Values and Behaviours** | Role model the values and behaviours of the council.  Our behaviour framework supports the achievement of our **Fair & Inclusive Action Plan**.  In preparation for your PDP look at the Behaviour Framework and use the Spidergram to reflect on how well you role model the behaviours. Your manager will also complete a Spidergram for you.  During your PDP meeting you and your manager will discuss the Spidergrams and come up with at least two strengths and two development areas which will be written below.  **The development areas will become personal development objectives in Part 4.** | |
| **What behaviours do you consider to be a strength and what evidence can you provide?** | | **What behaviours do you feel need developing? (Use these for your development objectives in Part 4)** |
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| **Our Fair & Inclusive Action Plan and Let’s Talk About Race campaign**  How are you contributing to the delivery of the Fair & Inclusive Action Plan?  How are you supporting our Let’s Talk About Race campaign and pledge to be an anti-racist council? | | |

**Part 4 - Personal development/Career objectives**

Like your other objectives, these should be **Specific, Measurable, Agreed, Realistic** and **Time bound (SMART);** they’llcoveryour **knowledge** and **skills** as well as **behaviour**.

There are many ways to develop. Have you considered the following?

* [Coaching or Mentoring](http://wave.brighton-hove.gov.uk/supportingyou/HR/performancemanagement/Pages/Coachingandmentoring.aspx)
* Back to the floor or shadowing
* Being part of a workers’ forum or steering/focus group or project
* [The Local Government Challenge](https://www.local.gov.uk/our-support/highlighting-managerial-leadership/lg-challenge)
* [Training available as part of the Corporate Programme](https://learning.brighton-hove.gov.uk/cpd/portal.asp)

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| **What is your Development Objective?** | **What do you need to do?** | **When will you achieve it by?** | **Evidence of your success** |
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**Part 5 – Apprenticeships**

The council offers staff opportunities to complete [apprenticeships](http://wave.brighton-hove.gov.uk/supportingyou/apprentices/Pages/StaffApprenticeships.aspx) to gain qualifications in relevant areas of work e.g. management, business support, customer service as well as more technical apprenticeships.

You can look on the Learning Gateway or email [apprenticeships@brighton-hove.gov.uk](mailto:apprenticeships@brighton-hove.gov.uk) for more information.

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| I am interested in completing an apprenticeship in the following subjects: |
| If you are already doing an Apprenticeship qualification, how is it going? |