

HDUHB commitment

- Create positive PADR podcasts to show peoples progression through the organisation and the 'Grow Your Own' scheme
- Link PADR to the annual training plan
- Allow all staff protected time to undertake PADR, paying additional hours if they can't have time in their shift to prepare and meet
- Mandate ODs Managing Performance sessions so that staff understand PADR
- Create clear guidance to managers and staff on the reasons for PADR and some do's and don'ts
- Create a list of bookable offices/rooms for staff to undertake their PADR
- Create podcasts of managers and staff who use them for development as best practise examples highlighting what is required of them in the values session
- Allow staff to meet and do PADR off site if needed
- Map best practise to show people visually how they should/could be done
- Look at having blended teams in terms of age and experience as they learn from each other

Progression/Acting Up

The are no clear progression pathways to go from one band to another.

If you are a band 6 you don't get the opportunity to act up!

They don't affect your pay grade, shouldn't progression be triggered by it!

Nothing is followed up unless you push it or the training is not available!

We don't have the time or space to do them, due to staff shortages! Shifts don't crossover!

There are no suitable rooms to do PADR

I don't get any time to do PADR due to being pulled away to incidents! They are done when I have a spare hour!

Environment

Qtr PADR visit WBH

Purpose

It's tedious!

We shouldn't wait a year to address performance!

It depends who is doing it, some people see it as focusing on bad performance and a telling off session!

Why do we do them, nothing happens with them!

I don't want or need a PADR!

I say the same thing every year and nothing happens!

Being in red on ESR means nothing to me!

Forms

The forms are not helpful! They are not in plain English for everyone to understand and are wordy – especially the values part. I would rather print it out as otherwise its impersonal!

I don't understand the values section, what are we supposed to do?

What isn't working!

What's working!

You said!

Show career pathways with staff stories, have an open forum for staff to ask how they get there!

Ensure training requirements are followed up, linking them to the annual training plan.

Action plan and list possible jobs/roles they could look at, becoming champions or doing audits or nutrition.

Encourage the 'Grow Your Own' scheme, it helps staff progress and develop and they also bring that learning back to the ward.

Find and book a suitable space to have the PADR, possibly away from your normal ward/office so you won't be disturbed. Give staff a safe space to ask questions, come up with ideas and have a voice and being led by staff! Staff need to be in a position to hear feedback.

Value each member of staff as this time is all about them!

Progression / acting up

Environment

Purpose

Forms

Attend the virtual OD Managing Performance sessions to get the best out the PADR and understand the process and value. Set clear and achievable goals together. If someone says they don't want or need a PADR just have a 5 minute 1 to 1 conversation to check in with them asking the 3 basic questions. Have a process map to show managers and staff how they should work. If nothing has changed as a result of their last PADR explain why. Ensure staff know that it is a discussion around their development not a session to address bad performance Send a letter to staff highlighting their training compliance.

Use or create your own template in plain English. Use the guidance notes as prompts. Create a simple form to capture 1 to 1s. Print blank forms and put them notice boards to remind staff to prepare. For those not wanting development the form can be as simple as 'What has gone well, what hasn't gone well and what will they do differently next year'. Be prepared by sending the documents out early for both managers and staff to come to the meeting with their thoughts which then helps engage conversation.

