

HUMAN RESOURCES

PERFORMANCE AND DEVELOPMENT REVIEW POLICY STATEMENT

In accordance with Home Office Circular 14/2003, Thames Valley Police Staff Terms and Conditions and in line with our continued commitment to individual performance evaluation and personal development, all members of staff are expected to be fully engaged in the Performance and Development Review (PDR) process. PDRs, which assess competence in current performance and identify opportunities for development, are key to improving performance at individual, team and organisational levels.

The PDR has been designed to help all members of staff enjoy a productive employment relationship and be clear about what is expected of them in their job role.

The key components of the PDR process are generic role and rank profiles, activity and behaviour libraries, professional objectives, a five point rating structure and the opportunity to identify personal and professional development needs. The various elements are based on the National Competency Framework (NCF) and will increasingly reflect the incorporation of National Occupational Standards. In addition to PDR, the NCF is incorporated into other personnel and training processes, including recruitment, police promotion and selection.

The responsibility for completing the PDR process rests with the individual staff member and their line manager (assessing officer) in the first instance.

The determining officer is responsible for addressing any differences between appraisee and assessing officer and for ensuring that the evidence provided supports the ratings awarded.

Police Probationers will transfer from the Probationer Development Programme to the PDR process on successful completion of their probationer training. Police Staff will be introduced to the PDR system as part of the induction process and the first PDR will be initiated within two months of joining Thames Valley Police.

A corporate overview and quality control of the PDR process will be maintained by Headquarters Human Resources.

I look to supervisors across the organisation to ensure that all staff know what level of competence they are required to reach and to support their development to achieve the required level.



Sara Thornton
Acting Chief Constable
Thames Valley Police