

APPENDIX 9

POLICY, RESOURCES AND PERSONNEL COMMITTEE – MARCH 2023

PERSONAL DEVELOPMENT INTERVIEWS

1.0 INTRODUCTION

The appraisal system utilised by the Council is of reduced benefit within an organisation dependent on team working and it is possible to utilise a simplified Personal Development Interview (PDI) approach that is first delivered at a team level and then at a personal level.

This report introduces the process for councillors consideration.

2.0 TEAM PDI

The Council currently comprises seven teams whose roles often interlink:

- Sports and Fitness
- Grounds and Maintenance
- Caretaking and Cleaning
- Parish Office
- Management
- Youth Service
- Reception and Information Office

It is proposed that at the beginning of the process the teams will be convened by their line manager to consider, collectively, the following questions:

2.1 In the previous 12 months what are we proud of achieving?

2.2 What do we think could have gone better and why?

2.3 Is there anything we could do differently?

2.4 What do we feel are our strengths?

2.5 What do we wish to achieve over the next 12 months

3.0 PERSONAL PDI

The line manager will then convene personal PDIs with each of the staff members and will provide a form to be completed to be brought to the interview; the information will be utilised to develop discussion and agreement for personal targets and development:

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Name	
Date	
In the previous 12 months what are you proud of achieving?	
What do you think could have gone better and why?	
What do you feel are your strengths and weaknesses?	
What do you wish to achieve over the next 12 months?	
Is there any help you need in order to achieve this.	
Agreed targets, any improvements and training to be undertaken	
Signed employee Signed manager Date	

4.0 ANNUAL INCREMENTS

Using this process a manager will evidence performance and improvement in order to assess the progress towards salary increments. The training identified will inform the preparation of budget for the following year.

5.0 RECOMMENDATIONS

It is recommended that councillors approve this process with reports to be provided on generic outcomes to the August 2023 Committee meeting.

For further information contact:

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