



# PADR/Pay Progression Process

Performance review and staff development have a direct impact on patient care and service delivery by making sure every member of staff has:

A clear understanding of their role and the part they play

An agreed set of priorities and objectives for their work

The knowledge and skills they need to perform their role and that they apply them consistently

## ARRANGING THE DISCUSSION

The discussion must take place 8-12 weeks before your incremental date. Your manager will write to you confirming the arrangements.



## GETTING READY – REFLECTION

Think about your performance over the last year and objectives and PDP for the next 12 months



## DURING THE MEETING – LOOKING FORWARD

Agree objectives for the 12 months ahead. Agree a PDP to meet any development gaps identified



## OUTCOME (for pay progression)

At the end of your increment review, your manager will tell you your rating i.e. whether you are satisfactory or unsatisfactory and their reasons for the decision:

**Satisfactory** – you have successfully met core objectives and progress in achieving other objectives.  
**Unsatisfactory** - Has been unsuccessful in meeting core objectives and/or has not demonstrated satisfactory progress in achieving other objectives



## RECORDING THE OUTCOME

Record the outcome of the discussion on ESR (where ESR Self Service not available send section 1 of the recording booklet to LED)



## GETTING READY – PAPERWORK

Make sure you have copies of:

- Your job description
- KSF outline for your post
- Objectives and PDP for the last year
- Statutory/mandatory training record
- Evidence collected



## DURING THE MEETING – LOOKING BACK

Discuss your performance against objectives for the previous year, using evidence provided (including 3<sup>rd</sup> party feedback), and agree if it has been satisfactory or unsatisfactory.



## VALUES AND BEHAVIOURS

Remember to talk about how you have incorporated the UHB Values and Behaviours into your work. Looking forward, make sure you have a specific objective about how you will demonstrate this over the next year.



## DISAGREE?

If you and your manager disagree on how well you have met your objectives and the rating you are given you can ask your manager's manager to review the decision. This should be done within 7 calendar days of being told your rating



## Remember the 3 principles of PADR/Pay Progression:

- We will agree and understand what's expected of us in terms of what we should be doing and how we should be doing it
- We will all receive constructive and timely feedback on how we have done
- We will all ensure that we actively seek to develop and improve what we are doing for the benefit of patients

To find out more visit the PADR / Pay Progression Toolkit on the UHB internet site:

[www.cardiffandvaleuhb.wales.nhs.uk/padr-pay-progression-toolkit](http://www.cardiffandvaleuhb.wales.nhs.uk/padr-pay-progression-toolkit)

## TRAINING

Skills development programmes currently provided include:

- New Reviewer Training (1-1.5 hours)
- Enhanced Reviewer Skills (1 day)
- Objective Writing (1-1.5 hours)

Contact LED to book a place