

PDR Guidance for Staff

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Key messages

The main objective of this guidance is to provide:

- Guidance to guidance to all staff on completing a PDR.

Does this guidance relate to me?

This guidance is aimed at all staff.

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1. Introduction

1.1 A PDR (Personal Development Review) is a discussion between you and your manager that helps you to:

- prioritise your work,
- recognise your achievements,
- get support and development,
- discuss any career aspirations you may have.

1.2 It's there to help you; and as it's your review, it should be driven by you. In this guide, we'll explain how to get the most from your PDR.

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2. The ICO PDR Process

2.1 The PDR form is online, in workday. The process includes:

- An initial meeting in April - May to review past performance and set new objectives in line with business and departmental plans.
- A six-monthly review to update objectives, capture progress and discuss development needs.
- Regular 1-1's, during which you can update your objectives.

2.2 The purpose of the PDR is to help guide you in your work, and you can update your objectives as often as is helpful. Keeping an ongoing record of your work will save you time at year-end.

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3. ICO Values

3.1. The PDR looks at what you do as well as how you do it, in line with our values. The [values toolkit](#) on IRIS will help you to consider how you demonstrate our values through your work and where there may be opportunities for development.

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4. Before the PDR Discussion

4.1. You should review:

- Your job description
- The team/ departmental business plan
- The ICO values

4.2 You should prepare to discuss:

- How you've performed against your previously agreed objectives
- How you've demonstrated the values
- What you think your focus should be for the coming year
- How you'd like to develop
- What support you need

4.3 You'll complete a self-evaluation, which your manager will review before you meet for the PDR discussion.

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5. During the PDR discussion

5.1. The PDR covers 6 main areas:

- Review of Previous Period
- Feedback
- Personal Development Plan
- Objectives
- Additional Manager Evaluation
- Sign off

Review

- 5.2. The process begins with a self-evaluation. This is the part of the form that looks at past performance; how you have contributed to the goals of the team, what you are proud of and what perhaps hasn't gone so well.
- 5.3. When thinking about the values, come up with some specific examples of how you've demonstrated each value, both when things have gone well, and when things have been more challenging.

Feedback

- 5.4. In workday, people can give and receive feedback throughout the year.
- 5.5. You'll be notified when you receive feedback, and any received during the review period before the window opens will be displayed in this section of the form when you have your next review.

Personal Development Plan

- 5.6. Everyone should have a personal development plan. This isn't necessarily about career progression, it may be about developing skills to meet the changing needs of your existing role. You'll create this plan, with your managers support.
- 5.7. It's important that you review this plan regularly with your manager.

Objectives

- 5.8. This purpose of this part of the form is to review progress against previous objectives and set new objectives for the coming period.
- 5.9. Setting objectives will ensure that you know exactly what you personally need to do for the ICO to achieve its goals.
- 5.10. Objectives should be discussed and agreed as part of the PDR discussion and added to the form during the meeting or afterwards.
- 5.11. All objectives need to link to one of the four enduring strategic objectives. Everyone needs at least one EDI objective linked to our EDI action plan.
- 5.12. All people managers will also have a set management objective in their form, to recognise the work that goes into this important part of your role and support development if needed.

Additional Manager Evaluation

- 5.13. Once you've completed your self-evaluation, the form will be sent to your line manager and they can add comments to any of the sections.
- 5.14. They also have the option to send the form to another manager for their evaluation. This might be appropriate if you have changed manager part-way through the year, or if you work in a matrix way, doing work for another manager.

Sign off

- 5.15. Once your manager (and additional manager if applicable) have added their comments, the form goes back to you for final comment and sign off. It then goes back to your manager for their comments and final sign off.

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6. After the PDR Discussion

- 6.1 The objectives remain live for you to use throughout the year. Updating it regularly will capture progress and save time preparing for the next annual review.
- 6.2 There will also be a formal six monthly review, when you should review progress against the values, objectives and personal development plan.

Feedback on this document

If you have any feedback on this document, please [click this link](#) to provide it.

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Version history

Version	Changes Made	Date	Made by
1.0	[Insert text]	[XX/XX/XXXX]	[Insert name]

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