



# My Part

## The HARD CCG Personal and Professional Development (PPD) Paperwork

<b>Name:</b>	
<b>Job Title:</b>	
<b>Line Manager Name:</b>	
<b>Line Manager Job Title:</b>	
<b>Initial PPD date:</b>	
<b>Mid-year review date:</b>	
<b>Major Appraisal review date:</b>	

# 1. Control Objectives: MY PART in meeting governance standards

- Statutory and Mandatory Training
- Adhering to Information Governance
- Follow Standing Financial Orders & Instruction (where applicable)
- Continuing Professional Development
- Maintain Professional Registrations (where applicable)

## Evidence, Progress & Feedback:

*E.g. Evidence of completion of IG training up to date. Evidence of professional registration renewed as at 1 June. Fire training outstanding to be completed by 10 August*

**Documents to use here:** Bring evidence of meeting the control objectives to the meeting



## 2. Corporate Objectives: MY PART in meeting our Assurance Framework

### How I mitigate the risks to delivery of the Strategic Objectives:

Strategic Objective: e.g. *Engage and enable local people to be involved in decisions made about the healthcare we commission*

My Part:

Strategic Objective:

My Part:

Strategic Objective:

My Part:

Evidence, Progress &  
Feedback:

**Documents to use here:** HaRD  
CCG Governing Board  
Assurance Framework



# 3. Values & Behaviours: MY PART in shaping CCG culture

## How I have demonstrated the CCG's values:

### 1. Respect and Dignity

My Part:

### 2. Commitment to Quality

My Part:

### 3. Compassion

My Part:

Manager's Feedback:

**Documents to use here:**

HaRD CCG Behaviours in  
Action Framework



# 3. Values & Behaviours cont.

## How I have demonstrated the CCG's values:

### 4. Working Together for Patients

My Part:

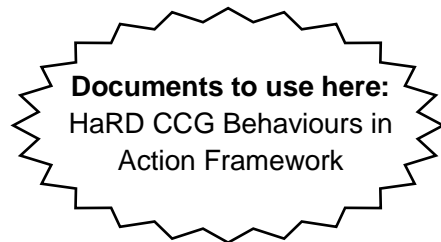
### 5. Improving Lives

My Part:

### 6. Everyone Counts

My Part:

Manager's Feedback:



# 4. Role Objectives: MY PART in delivering our Strategic Priorities

Objectives I will meet to support CCG's delivery of its six priority areas
Strategic Priority:
1. My Part:
Strategic Priority:
2. My Part:
Strategic Priority:
3. My Part:

Evidence, Progress & Feedback:

**Documents to use here:**  
JD, HaRD Strategic Plan



## 4. Role Objectives cont.

### Objectives I will meet to support CCG's delivery of its six priority areas

Strategic Priority:

4. My Part:

Strategic Priority:

5. My Part:

Strategic Priority:

6. My Part:

Evidence, Progress &  
Feedback:

**Documents to use here:**  
JD, HaRD Strategic Plan



## 5. Stretch Objectives: *MY PART in aiming for excellence*

### 1. Stretch Objective:

Further detail: (e.g. timescales, resources required, key milestones, how this will benefit you, the team, CCG, local health economy)

### 2. Stretch Objective:

Further detail:

Evidence, Progress & Feedback:





## 6. Personal Development Objective: MY PART in making the best of me

Objectives for reaching my own aims and ambitions

Evidence, Progress &  
Feedback:



# 7. PPD Rating

RATING 1: Not satisfactory	RATING 2: Meets expectations	RATING 3: Exceeds expectations	RATING 4: Exceptional
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AREA	EMPLOYEE RATING	MANAGER RATING	AGREED RATING
<b>CONTROL OBJECTIVES*</b>	Mid-Year:	Mid-Year:	Mid-Year:
	Year-End:	Year-End:	Year-End:
<b>CORPORATE OBJECTIVES</b>	Mid-Year:	Mid-Year:	Mid-Year:
	Year-End:	Year-End:	Year-End:
<b>VALUES &amp; BEHAVIOURS</b>	Mid-Year:	Mid-Year:	Mid-Year:
	Year-End:	Year-End:	Year-End:
<b>ROLE OBJECTIVES</b>	Mid-Year:	Mid-Year:	Mid-Year:
	Year-End:	Year-End:	Year-End:

OVERALL RATING	EMPLOYEE RATING	MANAGER RATING	AGREED RATING
	Mid-Year:	Mid-Year:	Mid-Year:
	Year-End:	Year-End:	Year-End:

*\*Where Control Objective is not met the employee is automatically rated '1' overall unless there are exceptional circumstances*



## 8. General Feedback and Signoff

**Employee comments / feedback:**

*Any issues or concerns? Queries? Generally, how do you feel you are performing? What has gone well since the last PPD? What could have gone better?*

**Manager comments / feedback:**

**Is the employee on track to receive their incremental pay progression? (Mid-Year Review)**

Yes / No

**Is the employee approved to receive their incremental pay progression? (Year-End Review)**

Yes / No

**Date set for the next PPD meeting:**

**Employee signature:**

**Date:**

**Manager signature:**

**Date:**

