



Why?

We know that having a PADR (appraisal) improves the care we provide our patients and the service we offer.

Increments are no longer automatic – they need to be agreed at your PADR.

How?

Before your PADR think of examples which show what you have done over the past year, what you can improve on and how you can do this. Make sure you consider the UHB values and behaviours when doing this

Who?

All staff need a PADR each year. Pay Progression applies if you are not on the top of scale* or on the Living Wage Foundation

Wage. (*except for bands 8c and above)

When?

PADRs need to take place at least once a year. Pay Progression discussions should be 12-8 weeks before your increment. You may need 2 meetings for this year only to align the dates.

What?

A PADR is a chance to talk about how you are getting on in your job, and how you can improve and develop in your role. Pay Progression means that you get your next increment if you have met all your objectives (including mandatory training).

RECORDING THE OUTCOME

Managers MUST record the outcome of the discussion on ESR, or if ESR Self Service is not available by sending section 1 of the PADR Booklet to LED .

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

www.cardiffandvaleuhb.wales.nhs.uk/padr-pay-progression-toolkit

or ask your manager/supervisor

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