### Recommended Agenda

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| **Senior Reviewer Group Members** – *including a HR representative* |
| **Present:**  |  |
| **Apologies:**  |  |
| **Date:**  |  |

**Agenda Items**

1. Review overall ratings for the school/professional service. (Consider a breakdown by: Reviewer, department/subsection, rating or PDR/Academic Probation ratings.)
2. Review PDRs where there was a disagreement between the reviewer and reviewee. Discuss and record what action is needed for each individual.
3. Confirm **all** online PDR and probation ratings, moderating where necessary. Agree how ratings should be communicated to individual members of staff.
4. (Where applicable) Confirm **all** paper based PDR and probation ratings, moderating where necessary. Agree how ratings should be communicated to individual members of staff.
5. Review staff members with a confirmed performance assessment rating of ‘excellent’ and their 100 word supportive summaries.
6. Review staff members with a confirmed performance assessment rating of ‘very good’. Decide whether any supporting information is required and which (if any) should be submitted to the relevant Reward Committees.
7. Review staff members with a confirmed performance assessment rating of ‘requires improvement’. Ensure adequate improvement plans are in place.
8. Review all/ a sample of performance and development objectives. Discuss effectiveness.
9. (Schools only) Discuss individuals who may not be returned in the REF.
10. Address concerns or anomalies that require further investigation - *action required.*
11. Highlight individuals who have **not** had a PDR in the agreed timeframe who are **not** exempt from the process for a valid reason, as indicated on the PDR online system.
12. Discuss the PDR report requirements – who will action?

**Meeting Action Points**

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| **Key Actions**  | **Responsible** | **Deadline** |
| Moderate ratings on PDR online system |  |  |
| Discussion with reviewees and reviewers who have had their rating moderated |  |  |
| Communication to reviewees and reviewers whose recommended rating has been confirmed |  |  |
| Complete and submit Reward Review recommendations (see guidance below) |  |  |
| Complete and submit spreadsheet containing ratings from paper based PDRs (where applicable) |  |  |
| Confirm improvement plans in place for those rated ‘requires improvement’ |  |  |
| Inform PVCR of any individuals who may not be returned in the REF |  |  |
| Ensure all individuals who are not required to have a PDR are marked as ‘exempt’ on the PDR online system. |  |  |
| Complete PDR report and return to Human Resources |  |  |