




PDRP Advisory Committee Meeting Minutes

Meeting Date: Tuesday, 27 February 2018
Meeting Location: Room 211 - Level 2, 32 Oxford Terrace, Christchurch

Present: Mary Gordon (Chair) Becky Hickmott, Sharon Pryor, Di Bos, Margaret Bigsby, Sandra McLean –Cooper, Sharee Bartlett, Karen Webb, Sharee Bartlett, Richelle Fogarty, Kelly Robertson, Jane Barnett, Ely Grant, Adriana Humphries (Minutes)

Apologies: Julia Anderson, Anna Wright, Brittany Jenkins, Kas Beaufill, Debbie O’Donoghue, Debra Parr, Diana Gunn, Faye Greenwood, Fiona Holmes, Gene Ruiz, Glynis Cumming, Gwendolynn Johnson, Jeannie Randles, Jess Wolfenden, Julie Symons, Lynne Johnson, Margaret McDowall, Wendy Davie, Fiona Irving, Tracey Foster

Item #	Progress to Date
Last Minutes	Apologies were accepted and the Minutes of the previous meeting were confirmed.
Partners Updates	<p>Please see Attached</p>  <p>Partners Updates - February.docx</p> <p>Group requested for the update to be sent out with Minutes.</p>
Update from Operational Group Meeting	<p>Sharon provided the group with an update from the Operational meeting. These included:</p> <ul style="list-style-type: none"> • Updating the PDRP documents and website to keep in line with the guidelines and the wording from the National Framework. • Update the policy regarding those applying for PDRP if they are under performance management.



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New Business

Update of Website	Sharon informed the group that we are updating the PDRP website. These include adding the PDRP Regional logo, spaces for signatures and pathways to forms and documents.
PDRP Expert Post Grad Study/ Equivalency	Sharon advised that the PDRP website has been updated regarding Post Grad Equivalency and how it is no longer required for Expert level.
External Moderation	Sharon provided feedback to the group regarding the external moderation that it was undertaken by some of members of the Operational Group. Some of the feedback included: <ul style="list-style-type: none"> • No more issues with 1.2 and 1.5 – going really well • Pegasus had some issues with the two portfolios from CDHB.
NPC Representative	Need a South Island representative Nominations are now open and someone should nominate themselves. Email to be sent out to partners and it was discussed there should be two south island representatives. Contact Karen for the Terms of Reference
Focus Groups held by Jo Greenlees-Rae	Sharon gave the group an update on the Focus groups being held. These included: <ul style="list-style-type: none"> • Timeframes – applicants don't understand the PDRP process eg moderation process, new assessor and moderation their 1-5 portfolios and how this can add to the timeframes, request for further evidence. Delays with Performance Appraisals and Line Managers. • Submission dates change if further evidence is requested and delayed by the applicant and/or Line Manager • Information about change in process etc is not getting across to applicants and assessors • All information will be in the 5 year review write up.



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Future Meetings

Date	Venue	Time
12 June 2018	Room 211, Level 2 - 32 Oxford Terrace, Christchurch	14:30 - 16:00
9 October 2018	Room 211, Level 2 - 32 Oxford Terrace, Christchurch	14:30 - 16:00