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**From:** ELLIS, DOMINIC[/O=LONDON FIRE AND CIVIL DEFENCE AUTHORITY/OU=BRIGADE HQ/CN=RECIPIENTS/CN=ELLISD]  
**Sent:** Fri 19/08/2016 2:24:47 PM (UTC+01:00)  
**Subject:** RE: PDP meeting

All noted Sab – good work – thank you.

Regards,

Dom Ellis

Assistant Commissioner – Fire Stations

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**From:** COHEN-HATTON, SABRINA  
**Sent:** 19 August 2016 14:05  
**To:** ELLIS, DOMINIC; GROVES, PETER; DRAWBRIDGE, LEE DAVID  
**Subject:** PDP meeting

Dear all,

Than you for your contribution to this mornings discussion, I think we made a great deal of progress. Just to summarise our discussions and some next steps:

- We discussed a model whereby the brand of PDPs are scrapped and we move to a system where everyone had a 'development portfolio' or a CPD log which captures any areas of development.
- I will link in with Ronnie and develop a draft policy based on this principle. We will work towards an agreed draft ready fro CMB at Xmas and launch by April.
- It will include the following principles:
  - o People on development will not have learning outlined in a separate system (such as PDP replacement), rather learning will be captured in their e-PDR. 'Development' be a safe space.
  - o Positive 'generic staircase development' templates will form a framework for development to other roles/additional skills
  - o Develop clear protocols for use of PDPs that focus on development, rather than discipline
- D&T will explore the development of a training package/CBT package to support managers
- D&T will explore the best point of contact to provide 'advice' to managers – but will not write plans for them
- I will review standard tariffs that require PDPs
- I will provide some draft wording to Lee that covers the issuing of development points for the DIOT policy, in line with the PDP (replacement) policy by the 7<sup>th</sup> Sept. This will reflect todays discussions, primarily the use of discussion points and where Development points are given from incidents, it will involve a three way meeting with the observer, the recipient and their line manager to ascertain whether it requires formal development, and if so, what.
- We agreed that people on development/temporarily promoted should have learning from incidents captured in their e-PDRs, rather than development points individually allocated to them. I will reflect this in the draft wording.
- Lee will explore methods of ensuring the e-PDR system feeds in operational development to the IMP database so that organisational trends are identified.
- I will liaise with IM to standardise the colour of Development points and explore removing them after 2 years.

If there is anything that I've missed, please give me a nudge, if not, I'll be in touch with some progress soon!!

***Dr Sabrina Cohen-Hatton***

***Deputy Assistant Commissioner  
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