**Ref: GJF/2017/05/05**

# GJF Logo

# Board Meeting: 11 May 2017

**Subject:** KSF Update

**Recommendation:** Board are asked to note KSF progress as at 31 March 2017

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1. **Current Status**

The graph below details that 84% members of AfC staff have an up to date KSF PDR as at Friday 31 March 2017. Graph 2 shows a comparison of the last four years. 2016/17 shows an increase of 13% from 2015/16 and an increase of 30% from 13/14.

**Graph 1 – Board KSF trajectory 2016/17**

**Graph 2 – Comparison of KSF completion rates 13/14, 14/15, 15/16 and 16/17**

Chart 1 shows the comparison for 13/14, 15/16 and 16/17 by division. All divisions have increased their completion rates in 2016/17.

**Chart 1 – Comparison of PDR completion % by division for 14/15, 15/16 and 16/17**

A breakdown of reviews completed by division, then subdivided by department, are shown in charts 2 – 5 below.

**Chart 2 – Golden Jubilee Conference Hotel**

**Chart 3 – Corporate**

**Chart 4 – Regional & National Medicine**

**Chart 5 – Surgical Specialties**

**2 Actions throughout 2016/17**

In April 2016 a number of actions were designed to support the performance against the KSF target of 80% completion rate. Actions included:

* A review of PDP/R training material in line with national recommendations.
* Qualitative reviews of the PDP/PDR process to improve the conversation between reviewer and staff member.
* Review of content of managers guidance and toolkit
* Streamline outlines on the current eKSF system**.**

Additionally, regular update reports were sent to each manager by the HR team with additional support being provided by where necessary.

**3 Recommendations**

The Board is asked to note the contents of this paper and to continue their full support for ensuring KSF activity within the Board.

**Safia Qureshi**

**Director of Quality, Innovation and People**

**11 April 2017**

**(David Miller, Associate Director of Human Resources)**