

[REDACTED] 4)

From: COPPINGER, Barry [REDACTED]
Sent: 01 July 2020 14:20
To: [REDACTED] LEWIS, Richard [REDACTED]
Subject: FW: IMPORTANT E-PDR MESSAGE- June Deadline

Importance: High

[REDACTED] Richard,

I need to do something for each of you, probably within a similar deadline of 31/7.

Happy to discuss further.

Thanks
Barry

From: [REDACTED]
Sent: 01 July 2020 13:04
Subject: IMPORTANT E-PDR MESSAGE- June Deadline
Importance: High

Good afternoon,

Today it has been decided by the Director of HR and the Head of Learning & Development that the deadline for initial meetings and objective setting is to be extended to the 31st July 2020. This is to take into account potential backlogs and absence levels due to the COVID-19 situation.

I would appreciate it if you could notify your staff accordingly. If you have any questions or queries please do not hesitate to contact me.

Kind Regards

PDR Helpdesk Team

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