

Performance improvement plan

Council
23 November 2023
Agenda item: 10.1
Report no: 43/2023
Appendix 3

Employee name:		Job title:	
Manager name:		Job title:	
Date of meeting:			

Where applicable

Companion name:		Job title:	
HR representative name:		Job title:	

Managers area of concern [Describe the area of concern and reference supporting evidence]
Detail training previously provided
Employees position [Detail the employee's position of whether they accept/reject. Circumstances that they think are relevant.]
Specific areas requiring improvement [What are the specifics of what needs to be 'better']
Support offered [list the type of support offered and whether accepted or not]
Success criteria [How do we or the individual know whether they have met the standard]

Timescale [When do the different elements need to be achieved by]
Achieved Yes/ No [On review – has this been achieved]
Evidence [What evidence exists to support this view. List documents where appropriate.]

Key points discussed during the meeting not otherwise recorded above.
Home life / Health matters
Redeployment
Summary of meeting (note date, attendees and summary of key points)
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