Improving Performance Flowchart

Informal Process

performance will be monitored and reviewed through the Council's Performance Monitoring mechanisms as detailed below.

- Performance & Development Review's (P&DR's)
- Corporate Responsibilities (Accountability Framework)
- One to One Meetings/Supervision

Performance issues are initially dealt with through the Councils Performance Monitoring Mechanisms, an informal action plan is put in place

Has performance improved satisfactorily?

Yes

No

The Formal Process

Stage 1 Action Plan
Meet with employee to implement a Stage 1 Action Plan for 3 months
(please refer to point 4.0 in the policy)

Meet and Review Formal Action Plan fortnightly and at the end of the3 month period

Has performance improved satisfactorily?

Yes

Time can be extended for justified reasons

No

Stage 1 Formal Performance Meeting
Senior Manager meets with employee and reviews Performance Action Plan
(please refer to point 5.0 in the policy)

Has performance improved satisfactorily?

Yes

No

Stage 2 Action Plan
The Stage 2 action plan/final written warning should remain in place for 3 months to allow further opportunity for improvement
(please refer to point 6.0 in the policy)

Meet and Review Formal Action Plan fortnightly and at the end of the 3 month period

Has performance improved satisfactorily?

Yes

Time can be extended for justified reasons

No

Stage 2 Formal Performance Meeting
A panel will formally review the employees case.
(please refer to point 7.0 in the policy)

Have all previous actions been implemented and has the employee's performance improved satisfactorily

Yes

No

Employee dismissed with immediate effect giving the appropriate pay in lieu of notice.

Right to Appeal

An employee subject to a Formal Performance Meeting have the right of appeal against the outcome and must inform the chair in writing within 14 days of receipt of the formal meeting outcome