|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | | | |  | | | |
| **Job Title** | | | |  | | | |
| **Service** | | | |  | | | |
| **Assessing Manager** | | | |  | | | |
| **Assessing Manager Job Title** | | | |  | | | |
| **Date of PPP Meeting** | | | |  | | | |
| Type of Review | 3-month Probation |  | 6-month end of Probation | |  | Annual |  |

**Section One – Performance since the last review**

|  |  |
| --- | --- |
| **Areas of Good Performance/Improvement** | **Comments and Agreed Actions** |
|  |  |
| **Areas where performance could be improved (if applicable)** | **Comments and Agreed Actions** |
|  |  |

**Section Two – Performance against targets from last review (if applicable) – extra rows can be added as necessary**

|  |  |  |
| --- | --- | --- |
| **Key Performance Targets and Objectives previously set** | **Date Achieved (if applicable)** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |

#### Section Three – Personal Action Plan - extra rows can be added as necessary

Personal Development Plan – This section identifies specific actions to develop competencies and/ or to improve a development area. These will be agreed between the manager and employee.

|  |  |  |
| --- | --- | --- |
| **Training / Education / Experience/ coaching or other development required prior to next review** | **Date Required** (If applicable) | **Cost**  (if any) |
|  |  |  |
|  |  |  |
|  |  |  |

#### Section Four – Service Related Targets - extra rows can be added as necessary

The reviewing manager will agree the SMART (Specific, Measurable, Achievable, Realistic, Time-bound) Objectives to be achieved by the employee during the year and include links to service plan items as are appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action No** | **SMART Objective (and Service Plan reference if applicable)** | **Success Measure(s)** | **Review Date** | **Completion target date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Section Five – Employees comments: | | | |
|  | | | |
| I confirm that I have reviewed any personal declarations of interest as may be applicable under the officer code of conduct. | | | |
| Employees Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Section Six – Managers comments: | | | |
|  | | | |
| Managers Signature |  | Date |  |

Copies of this form should be distributed as detailed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Employee | Assessing Manager | Line Manager of Assessing Manager | Human Resources |
| Signature |  |  |  |  |
| Date |  |  |  |  |

**Confidentiality**

Once completed, all information contained within this document will be stored securely in line with the Data Protection Act 1998 and the GDPR.

**Notes**

Performance Objectives and Development Objectives will be reviewed regularly throughout the year and may change in response to organisational needs. The details therein will be used in connection with the Personal Performance Plan (PPP) process and meetings concerning your employment.

The employee has the right to correct any factual errors in the PPP form. If the employee disagrees with the Assessing Manager’s judgment they should be given the opportunity to record such comments but the manager need not change their judgment if they believe it to be fair and supportable.

**Mandatory Learning**

Everyone needs to carry out the following learning. This ensures that we are running safely and efficiently.

It ensures compliance with our policies and procedures, government guidelines and statutory obligations.

|  |  |
| --- | --- |
| **Title** | **Completed (date)** |
| Equality and Diversity |  |
| GDPR |  |
| Introduction to Health and Safety |  |
| IT Security |  |
| Safeguarding Awareness |  |
| <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html> |  |
| Recruitment and Selection for Managers (targeted) |  |
| Freedom of Information (targeted) |  |