

Adopted SCC Performance Management Plan, implemented July 2026

This plan is only to be used where a **formal written warning** has been issued under the **formal Capability Policy**. It should be developed with you and your manager once a decision has been made to issue a formal written warning.

Managers must refer to the associated guidance notes that support this template.

The key purpose of the template is to:

- Identify targets to help you reach the required level of improved performance.
- Identify support measures, such as additional learning, development or supervision, coaching.
- Identify timescales to enable you time to achieve improvement.
- Agree dates to review your progress and the frequency of those reviews.

This document should be updated every time you have a progress review meeting. Therefore, a new “progress review section” should be added to it for each separate meeting so that you have a full record of actions, discussions and progress to date.

Name of Employee:		Name of Line Manager:	
Employee Job Title:		Line Manager Job Title:	
Date of Progress Review Meeting:		Stage/Warning Level:	
Warning effective from:		Warning expiry date:	
Improvement period start date:		Improvement period end date:	

Nature of Underperformance

This section will detail the tasks or areas of work where underperformance has been identified

Expectations and Areas of Improvement Required:

Actions agree to support improvement This should detail when the agreed support can be put in place or due to happen	Agreed timescales:

PROGRESS REVIEW MEETING 1

(replicate each Progress Review Meeting Section as required – three have been set out here to start you off)

Date of Progress Review Meeting:	
This section will detail your current progress against each area of underperformance. They should tell the journey of your progress	

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Employee Signature:		Date:	
Line Manager Signature:		Date:	

PROGRESS REVIEW MEETING 2

Date of Progress Review Meeting:	
This section will detail your current progress against each area of underperformance. They should tell the journey of your progress	

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Employee Signature:		Date:	
Line Manager Signature:		Date:	

PROGRESS REVIEW MEETING 3

Date of Progress Review Meeting:	
This section will detail your current progress against each area of underperformance. They should tell the journey of your progress	

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Employee Signature:		Date:	
Line Manager Signature:		Date:	

PERFORMANCE ASSESSMENT

(to be completed at the end of the improvement period)

Performance Improvement ending:	Date:
Enter summary of performance assessment	

Action Agreed (Click box relevant to action agreed)	
Underperformance continued: move to next stage Formal Capability Meeting	☐
Sufficient progress but reasonable for further improvement period to be agreed	☐
Performance levels achieved: normal day to day management resumes	☐

Further notes/details: