

PERFORMANCE ACTION PLAN TEMPLATE

This template is to be completed and forwarded to the Corporate Performance Team for ALL Corporate and Directorate performance measures showing **RED** status of non-compliance against the specified target. It needs to be updated on a monthly basis for the period that the measure shows a **RED** status.

INDICATOR OVERVIEW			
Indicator Title	TRCP03 - Performance Appraisals completed		
Strategic Director Lead	Joe Blott		
Departmental Lead	Chris Hyams/ Melissa Holt		
Year End Target	80%	Year End Forecast	25%

CURRENT SITUATION: Detail what the performance is for this measure and reason/s for non-compliance		
Performance this Period	9%	+ / - Target - 11%
Non-compliance reason	The message to complete Performance Appraisals (PAs) was communicated in May, June & July 2014 One Briefs and via CESG. However, the percentage completion of PAs recorded during July 2014 is much lower than anticipated. All PA are to be carried out during June to August 2014.	

ACTIONS: This describes what's necessary or how to achieve a 'green' score. This way everyone is clear on what is required and when; knows the expected outcome and how to achieve it.	
What (is required)	Further encouragement and promotion from Senior Managers.
How (will it be achieved)	Increased awareness via a reminders in One Brief and to Heads of Service (via DMTs) to highlight the requirement to complete and record all PAs within the timescales set.
Who (will be responsible)	Melissa Holt, Organisational Development Manager
When (will results be realised)	September 2014. However, it is forecast, based on current performance to date, that only 25% of PAs will be completed by the end of August 2014 (55% below the target set).