

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	50%

CURRENT SITUATION: Detail what the performance is for this measure and reason/s for non-compliance		
Performance this Period	46% (as at November 2014)	- 24% Target (Q2)
Non-compliance reason	Performance Appraisals have been delayed due to the roll out of Future Council and general capacity of managers.	

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)	Lead communication from Chief Executive, monitored through Departmental Management Teams with reports on a monthly basis.
How (will it be achieved)	Increased awareness via reminders in One Brief and reports, identifying staff where a PA completion has not been registered, being sent to Heads of Service (via DMTs) on a monthly basis, to highlight the requirement to complete and record all PAs within the timescales set and to ensure that the system is up-to-date in relation to PAs completed.
Who (will be responsible)	Strategic Directors Heads of Service
When (will results be realised)	December 2014 However it is forecast, based on current performance to date, that only 50% of PAs will be completed by the end of December 2014 (30% below the original target of 80%).