

Achieving and Maintaining Standards – Performance Employee Information and Checklist

Perth & Kinross Council recognises our employees are at the heart of everything we do and that individual employee performance must be aligned to service performance in order to ensure that the people of Perth and Kinross are provided with the best Council services possible.

This checklist will help you to understand how individual employee performance is managed within the Council.

- ✓ You have a role to play in ensuring that the work you do and your approach to your work is in line with what is required of you. Your responsibilities as an employee of the Council and the values and standards required are explained in the [Employee Code of Conduct](#).
- ✓ You need to tell your manager if there are underlying personal, relationship or health difficulties in your life which may be impacting on your performance; you do not need to go into personal details but your manager will be better placed to provide appropriate support if aware that difficulties exist.
- ✓ You can expect your manager to use [Performance Building Blocks](#) to ensure your contribution is aligned to Council priorities. Your manager may also keep records of all management activity relating to performance (e.g. ERD; Team Plans; action plans; one to one meetings).
- ✓ Part of a manager's day-to-day role is to provide timely feedback on work undertaken. This gives an opportunity to be praised and to jointly discuss how things can be improved in the future.
- ✓ If your manager considers that you are not performing to the expected levels and that your failure to improve has become a sustained issue, they will meet with you to discuss the initial action. Under the [Achieving and Maintaining Standards - Performance](#) procedure this is informal action to allow under-performance to be addressed and to avoid formal action being taken. Your manager will work with you to develop a [Performance Improvement Plan](#) and make the changes required in order to improve performance. Support and development will be included in the plan where this will assist in improving your performance.
- ✓ If Initial Action does not result in the improvements required, ***formal action** will be considered in the form of a [*Performance Hearing](#), followed by ongoing *Performance Review Meetings. If necessary, formal improvement period(s) will be issued. A final warning could be issued, and dismissal from the Council can result if performance does not improve to the standard required. These possibilities are shown in the [Achieving and Maintaining Standards – Performance flow chart](#).

** **formal meeting**: employees are given 5 working days' notice of the meeting and have the right to be accompanied.*