

## Annex B – Performance Agreement, Review & Appraisal Form

Senior Civil Service Performance Agreement Form				
		<b>A: Personal details</b>		
<b>Name</b>			<b>Grade</b>	
<b>Staff number</b>			<b>Organisation</b>	
<b>Line Manager</b>			<b>Date</b>	
		<b>B: Budgetary responsibilities (add more rows if necessary)</b>		
<b>Type</b> (i.e. Admin/Capital/Programme)		<b>Value</b> (Estimated if not yet finalised; amend with confirmed amounts when agreed)	<b>Description</b> (What the budget is for)	

		<b>C: Headcount responsibilities</b>	
<b>Number of staff &amp; grade</b>			
<b>Staff Engagement score (from last People Survey)</b>			
<b>D: Objectives (update in-year as necessary; add more rows of needed)</b>			
<b>Type (Business delivery; Finance/Efficiency; People/Capability; and Corporate Contribution)</b>	<b>Objective – what you will be held to account to deliver</b>	<b>Deliverable – what is being produced (output) and/or what is being achieved (outcome)</b>	<b>Measures/Target – how is achievement of the objective being measured</b>

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**E: Mid-year review (to be completed by Line Manager, expand if necessary)**

This should include an assessment of performance to date against objectives and behaviours demonstrated. It should be written as an agreed record of the formal conversation at the mid-year point.

**Line Manager****Name:****Signature:****Date:****Job holder****Name:****Signature:****Date:**

**F: End-year review (to be completed by Job holder, Line Manager and Countersigning Officer; expand if necessary)**

**Job holder's comments** on performance, and evidence collected to be taken account of. This section can be used to record achievements throughout the year. It should also include comments on development needs and career planning.

**Line manager's assessment** on performance against objectives. This section should also include comments on development needs. Objectives should be copied from Section D above.

Objective	Met/Not met/ Exceeded	Objective	Met/Not met/ Exceeded

<b>Line Manager's comments on performance.</b>			
<b>Countersigning officer's comments on performance.</b>			

<b>Line Manager</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Job holder</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Countersigning Officer</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>