

HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

Work Performance Ability

FACTSHEETS

[How to carry out a Work Performance Hearing](#) Guidance for managers

FORMS

[1-2-1 Action Sheet](#)

Record of regular meetings.

[Performance Improvement Plan](#)

Record of agreed performance improvement measures.

SAMPLE WORDING

Teachers and Associated Professionals

[Letter 1](#)

Invitation to Stage 1A meeting

[Letter 2](#)

Invitation to Stage 1B review meeting

[Letter 3a](#)

Stage 1B outcome letter – achieved

[Letter 3b](#)

Stage 1B outcome letter – not achieved

[Letter 4a](#)

HT outcome letter – achieved

[Letter 4b](#)

HT outcome letter – extension

[Letter 4c](#)

HT outcome letter – move to Stage 2

[Letter 5a](#)

Invitation to Stage 2A meeting

[Letter 5b](#)

Invitation to Stage 2B review meetings

[Letter 6a](#)

Stage 2C outcome letter – achieved

[Letter 6b](#)

Stage 2C outcome letter – disciplinary

[Letter 6c](#)

Stage 2C outcome letter – extension



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Local Government, Craft and Chief Officials

[Letter 1](#)

Invitation to counselling meeting.

[Letter 2](#)

Confirmation of review meeting date/s.

[Letter 3](#)

No further action after review meeting.

[Letter 4](#)

Further counselling and review.

[Letter 5](#)

Notification for employee to attend Work Performance Hearing.

[Letter 6](#)

No further action after hearing.

[Letter 7](#)

Further counselling and review.

[Letter 8](#)

Redeployment procedure to be implemented.

[Letter 9](#)

Appeal Outcome Letter.

[Letter 10](#)

Dismissal Letter.