|  |  |  |
| --- | --- | --- |
| **Employee Name:****Manager Name:** | **Date:****Review date:** | **Stage: (\*circle as applicable)** |
| **Areas of concern: Performance** ☐ **Attendance (absence)** ☐ **Bradford factor if applicable:**  | **Informal\*** | **1st Formal\*** | **2nd Formal\*** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Issue/Concern** (Summary facts and Dates) | **Standards of improvement required** (SMART objectives) | **Date** (by when improvement required) | **Support Activity** (PED, OH, adjustments, training, coaching, WAP etc.) | **Evidence objectives achieved** | **Evidence objectives not achieved** |
|  |  |  |  |  |  |
| **Managers comments:** |
|  |
| **Employee comments:** |
|  |
| **Signed by Employee:** | **Signed by Manager:** | **Date:** |

**Notes for Managers**

* Use this form for **either performance concerns or absence concerns.**
* Always consult PED before starting or progressing a CIP- especially if it involves health, potential Equality Act considerations, or long-term absence.
* For **attendance issues,** link this plan to Bradford Factor triggers (600+ or 900+) and include absence records/RTW notes.
* For **performance issues**, link this plan to job description objectives or agreed standards, previous 121s.
* The focus should always be support first- training, adjustments, workload reviews, wellbeing checks- but be clear that continued issues may lead to further formal action, up to and including dismissal.
* Keep copies of all completed CIPs on the employee’s file and share with PED.