**SCS Performance Agreement Form**

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| **Name** |  | **Job title** |  |
| **Line Manager** |  | **Period of Report** |  |

**Relevant context about the role:**

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| *Please include:*  *● Budgetary responsibilities: type (e.g. admin/capital/programme), value and description (what the budget is for)*  *● Staffing responsibilities: number of staff and grade distribution, last People Engagement score*  *● Any additional relevant context* |

**Development and career planning:**

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| *Record of development activity in the reporting period, including utilisation of 5 days learning and development.* |

**Mid-year performance:**

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| Job holder assessment of performance |
| *Record performance to date, citing evidence against the ‘what’ and ‘how’ from objectives set at Annex A. Include strategies to meet agreed objectives by year-end.* |
| Reporting manager assessment of performance |
| *Discuss performance to date, citing evidence against the ‘what’ and ‘how’ from objectives set. Include progress against development.* |
| Mid-year rating: **Partially Met/ Achieving / High Performing / Exceeding** |
| Agreed by:  **Job holder | Line manager** |

**End-of-year performance:**

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| Job holder assessment of performance |
| *Record performance for reporting year citing evidence against the ‘what’ and ‘how’ from objectives set, measured against stakeholder and 360° feedback.*  Have you undertaken 360° feedback? **Yes / No** |
| Reporting manager assessment of performance |
| *In making this end of year assessment, it is important to acknowledge and set aside any personal bias, conscious or unconscious, to ensure an objective appraisal of the person you are reporting on. By checking this box I confirm acknowledgement of this statement.* |
| End-of-year rating: **Partially Met / Achieving / High Performing / Exceeding** |
| Agreed by:  **Job holder | Line manager | Countersigning Officer** |

Annex A: Performance Objectives

Members of the SCS should have at least one stretching objective against each of the following headings:

* Business delivery, which must relate directly to the delivery of their organisation’s ODP;
* Finance/efficiency, in line with the principles of the [Managing Public Money guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/994901/MPM_Spring_21__without_annexes_180621.pdf);
* People/capability, including a Diversity and Inclusion objective; and
* Corporate contribution, based on contributing to the overall leadership (or delivery outside own area) of the Department and Civil Service.

Objectives should be SMART (Specific, Measurable, Achievable, Realistic and Timed) and assess ‘what’ needs to be achieved (outcomes/deliverables) and ‘how’ it will be achieved (skills/behaviours).

Objectives should be revised in line with changing governmental and departmental priorities, and should reflect any amendments to the Outcome Delivery Plan or relevant organisational business plan. If this is the case, the original objectives should not be changed; the revised objectives should be recorded alongside them. This ensures that end-year performance assessment can take the whole year’s work fully into account.

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| **#** | **Objective type** | **‘What’ and ‘How’** |
| 1 | Business delivery |  |
| 2 | Finance / efficiency |  |
| 3 | People Capability |  |
| 4 | Corporate Contribution |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |