

PERFORMANCE AGREEMENT FORM

Name:

Job title:

Line Manager:

Period of Report:

Relevant context about the role:

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:

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

Minimum Standards:

The **Minimum Standards** represent common expectations that all members of the SCS should be carrying out, at a minimum, as the senior leaders of the Civil Service and therefore must be met for a member of the SCS to be deemed as performing adequately in their role.

A conversation must take place at the start of the year between you and your line manager to agree how these standards will be demonstrated in a way which is relevant to your role. You should agree how you will determine whether you have 'met' these minimum standards.

Delivery against these is assessed as 'met' or 'not met'. Those who receive a '**not met**' marking for the minimum standards **must be automatically deemed to be 'partially met' in their overall performance, regardless of how they perform against their objectives.**

| Minimum Standard Descriptor | How will this be demonstrated in <i>my</i> role? |
|--|--|
| Manage public money and other resources in line with the principles in the Managing Public Money guidance, and ensure adherence with any relevant spending controls. Continually seek opportunities for efficiency and consider value for money for the taxpayer in all decision making. Where necessary, take difficult decisions to make appropriate | |

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|---|--|
| <p>trade-offs to benefit the organisation and/or Civil Service as a whole.</p> | |
| <p>Demonstrate, and evidence, positive and proactive leadership and management of people, enabling them to deliver consistently high quality outputs. Take responsibility for culture and provide a positive employee experience. Identify and address barriers, and inspire and motivate, to enable teams to work effectively. Champion and invest in others' capabilities, utilise their technical expertise where relevant and identify opportunities for better alignment and collaboration across the Civil Service. Adapt leadership and line management approach, in line with the line management and leadership standards, as necessary to respond to changing needs across teams.</p> | |
| <p>Lead the Civil Service by contributing to its collective running, performance, culture and reputation, beyond their business unit and immediate responsibilities. Actively deliver organisation-wide and/or cross-government initiatives by embedding them into their work and enabling teams to understand and contribute to these.</p> | |
| <p>Take a data-driven, evidence-led and delivery-focused approach to Diversity and Inclusion. Take personal responsibility delivering Diversity and Inclusion strategies by embedding D&I considerations in all decision making and delivery. Set high expectations of leadership and people management for those with whom they work, and hold others accountable for making good decisions, even when this may prove challenging or unpopular.</p> | |

Objectives and behaviours:

At the beginning of the performance year you should identify your objectives; *what* you need to achieve over the year, and the behaviours you will demonstrate; and *how* these will be achieved.

At the end of the performance year, your manager will formally assess your performance absolutely against whether you have met the minimum standards, and then against your objectives and behaviours, and assign a rating, which a moderation panel will discuss and challenge appropriately, if necessary. You are responsible for building up a portfolio of evidence during the year on how you have performed against objectives and behaviours.

| Objective - <i>What</i> | Behaviours - <i>How</i> |
|---|--|
| <p>EXAMPLE: To publish a White Paper on the future of Probation Services by November 2026</p> | <ul style="list-style-type: none"> • Invest in the development of project-delivery skills within my Directorate in order to ensure accountability and responsibility is built in to deliver against set milestones and the team are working towards a shared aim. <ul style="list-style-type: none"> ◦ Reskill existing team, avoiding the need for further investment in resources. • Engage cross-government with the Home Office, and MHCLG on the scope of review and ensure joined-up ambition in this area. • Consult with local authorities and relevant social enterprises to identify innovative approaches and alternative perspectives on existing approaches. • Consult with MoJ Digital to understand how the use of the Workforce Management Tool could automate caseload in order to increase efficiency. |

Mid-year performance:

Job holder assessment of performance:

Record performance to date, citing evidence against the what and how from objectives set.

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.

Minimum Standards: **Met / Not Met**

Objectives and Behaviours: **Exceeding, High Performing, Achieving, Partially Met**

Overall mid-year rating: **Exceeding, High Performing, Achieving, Partially Met**

Agreed by: **Job holder | Line manager**

End-of-year performance:

Job holder assessment of performance:

Record performance for reporting year citing evidence of the what and how achieved, and feedback.

Have you sought and received 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.

Minimum Standards: **Met, Not Met**

Objectives and Behaviours: **Exceeding, High Performing, Achieving, Partially Met**

Overall End-year rating: **Exceeding, High Performing, Achieving, Partially Met**

Agreed by: **Job holder | Line manager | Countersigning Officer**