

**FORMAL PERFORMANCE IMPROVEMENT PROCEDURE  
FINAL STAGE MEETING – RECORD OF DECISION**



*After the written record of the final stage meeting has been finalised and issued to the Jobholder, the Final Stage Decision Officer completes this form to record:*



- i. their decision; and*
- ii. the reasons for their decision.*

**JOBHOLDER DETAILS**

<b>Name:</b>		<b>Payroll Number:</b>	
<b>Department and Business Area:</b>		<b>Grade:</b>	
<b>HPRM Container Ref/Departmental Records Management Ref:</b>			

**FINAL STAGE MEETING DETAILS**

<b>Date of Meeting:</b>		<b>Location :</b>	
<b>Meeting conducted by:</b>			
<b>Name of Note-taker:</b>			

*The decision relating to dismissal for unsatisfactory performance is a matter of judgement for the Final Stage Decision Officer who has considered all the available information. In making the decision, the following will need to be considered:*

- *compliance with the arrangements in [HR policy 10.01 Performance Management, Section 8](#)*
- *the nature and seriousness of the Jobholder’s performance problems*
- *the efforts the Jobholder has made to improve their performance and to co-operate with support/assistance provided by management*
- *any information provided by the Jobholder in mitigation*
- *the requirements of employment legislation that they act reasonably, and treat each case fairly and on its own merits*
- *the NICS core values of integrity, honesty, objectivity and impartiality (see [HR Policy 6.01 Standards of Conduct, Annex 1 NICS Code of Ethics](#)).*

## DECISION ON CONSIDERATION OF DISMISSAL

*Tick ONE box below to indicate the decision you have reached.*

1. Dismissal on the grounds of inefficiency (performance) is appropriate.
2. Dismissal on the grounds of inefficiency (performance) is appropriate, however, I am prepared to offer a sanction short of dismissal as an alternative.
3. Dismissal is not appropriate.

*Clearly state the reasons for your decision in the space below. (To be completed in ALL cases.)*



## DECISION ON COMPENSATION

(To be completed if you have decided that dismissal on the grounds of inefficiency (performance) is appropriate.)

**Tick ONE box below to indicate your decision on compensation under the Civil Service Compensation Scheme (NI).**

- 1. Maximum compensation to be paid.
- 2. Reduced compensation to be paid.   % of maximum.
- 3. No compensation to be paid.

**Clearly state the reasons for your decision in the space below. (To be completed in ALL cases.)**



## SIGNATURE OF FINAL STAGE DECISION OFFICER

<b>Name:</b>	<input type="text"/>
<b>Signature:</b> (if hard copy)	<input type="text"/>
<b>Date:</b>	<input type="text" value="Click here to enter a date."/>

## NEXT ACTION

**As Final Stage Decision Officer, you must now notify the Jobholder of your decision (using outcome letter FPIP FS: 2, FPIP FS: 3 or FPIP FS: 4 as applicable) and ensure that all appropriate action is taken.**

**REFER TO THE USER GUIDE, SECTION "FINAL STAGE: CONSIDERATION OF DISMISSAL", STEP 18, FOR FULL DETAILS.**



*Personal data collected on this form is processed solely for the purpose of conducting the formal performance improvement procedure (FPIP). Personal data will be securely stored and retained only for as long as necessary to manage this procedure and in line with departmental retention and disposal schedules. For further information, please refer to the Handling Personal Data Guidance section of the [FPIP User Guide](#) and the [NICSHR Privacy Notice](#).*