

**Informal Meeting Record**

*This is a template that managers may find helpful to note discussions/outcomes in relation to informal meetings, including informal capability and disciplinary meetings and can be changed/completed as appropriate to reflect the circumstances of the individual case.*

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| **STRICTLY PRIVATE & CONFIDENTIAL FILE NOTE** |
| Name of employee  |  |
| Job title  |  |
| Department  |  |
| Subject  | e.g. timekeeping.  |
| Date of Last Review Meeting (if applicable) |  |
| Name(s) of other attendee(s) (if applicable) |  |

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| **Background:** |
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| **Exploration of issues/Summary of key points discussed**:*(What is covered will depend on whether this is an initial or review meeting e.g. may include: concerns, why performance is below standard, what is going well, areas that need to be improved, progress towards any previously set objectives/expectations, impact of any previous support, information from any management referral, etc.)* |
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| **Agreed outcome:** *(Depending upon the issue, this section could include: summary of improvements required & standards, targets/objectives (in line with the Personal Development Review document) & timescales for improvement, responsibilities for implementing actions, details of any agreed reasonable adjustments, date of any subsequent review meeting/discussions etc.)* |
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| File note made by  |  |
| Date  |  |