
CAPABILITY POLICY

1. INTRODUCTION

This policy has been established to help and support staff to achieve and maintain standards of job performance consistent with their terms and conditions of service. It provides a fair and consistent method for dealing with situations where a member of staff has not willfully or deliberately fallen short of required performance standards, but where a lack of skill, knowledge or aptitude is

- If appropriate, details of any formal warning issued specifying the date the warning was given and the period for which the warning will apply.
- Agree a date for the Step 2 review meeting. In some circumstances it may be appropriate to meet more than once to develop an agreed improvement plan.
- Formal written warnings are placed on the personal file but will expire after 12 months.

Step 2: Formal Review Meeting

The purpose of this meeting is to review the outcomes of the improvement plan and decide what further action is required.

- The meeting will normally be conducted by the manager who led the previous formal meeting, assisted by a member of the POD team.
- As before, the staff member will be notified of the date, time and venue for the meeting, the purpose of the review, and will be advised they may be accompanied by a work colleague or trade union representative. If they are unavailable, the same guidelines apply as per Step 1.
- Again, the meeting is formal and important but should be investigatory in style, affording the staff member the opportunity to state their point of view.

Provide the staff member the opportunity to state their point of view.

