

**Report of the HR Manager**

**CAPABILITY POLICY**

1. Purpose of report

To consider amendments to the Capability Policy.

2. Detail

Further guidance for managers has been added, identifying the difference between capability and disciplinary matters. Timely intervention of capability issues has also been identified and emphasised as well as consultation with HR throughout.

Timescales between formal stages and review periods have been identified as between one and three months in order for managers to have a clear understanding.

The appeals process has been imported from the new Disciplinary Policy to ensure uniformity, including outlining reasons for an appeal.

The term 'Caution' has been removed to avoid any confusion with disciplinary action.

The term 'Employment Transfer' has been replaced with 'Redeployment' to ensure that it is in line with the Council's Redeployment Policy.

The Rehearing option has been removed, mainly due to the fact that this option has never been exercised by an employee, and employees can make an appeal against a formal Capability decision citing further evidence being brought to light which may have not been previously available at the time of the decision.

The Capability process itself has not been altered.

A copy of the revised Capability Policy is circulated separately with this agenda.

**Recommendation**

**The Local Joint Consultative Committee is asked to RECOMMEND to the Policy and Performance Committee amendments to the Capability Policy to the Conditions of Service for employees.**

Background papers

Nil