

## **FOR PUBLICATION**

### **CAPABILITY POLICY**

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MEETING: EMPLOYMENT AND GENERAL COMMITTEE

DATE: 25 January 2016

REPORT BY: KATE HARLEY, HR MANAGER.

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#### **1.0 PURPOSE OF REPORT**

1.1 To provide information regarding the introduction of a separate Capability Policy in relation to employee performance at work and to recommend for approval the new Capability Policy.

#### **2.0 BACKGROUND**

2.1 Currently, guidance for managers in relation to employee work related performance issues is contained within the Disciplinary Policy and is unclear as the exact process to follow and what action managers may take.

2.2 The proposed new policy sets out a series of phases for managers to work through to support employees to deliver to the required standard and establishes a sequence of warnings to be administered should an employee fail to achieve as required.

2.3 The policy provides template letters and performance improvement plans for managers to use to ensure consistency across the council and will be published on the intranet for ease of access.

2.4 Training will be provided for managers on the management of performance related issues.

#### **3.0 PROPOSED PROCEDURE**

3.1 The new policy can be found at appendix A.

3.2 A full Equality Impact Assessment has been completed and is attached at appendix B.

#### **4.0 COUNCIL JOINT CONSULTATIVE COMMITTEE**

- 4.1 The proposed policy is being submitted to the Council Joint Consultative Committee on 21 January 2016. Any comments or suggested amendments to the guidelines from that Committee will be reported to Employment and General Committee in a supplemental report.

#### **5.0 RECOMMENDATIONS**

- 5.1 That the new Capability Policy be approved.

For further information on this report, contact Kate Harley on 01246 345366.