Informal Action

Discussion between line manager and employee on improvements required in performance within specified monitoring periods.

Formal Action

*insufficient improvement may lead to*

Capability Hearing by Manager accompanied by Directorate Personnel Representative resulting in production of an Action Plan for improvement within a specified time scale.

Interim review meeting(s)

*At the end of agreed time period*

Formal Review Meeting by Manager and Directorate Personnel Representative

Performance Remains Unsatisfactory

Revised Action Plan/ Retraining

Redeployment

“85 year” Early Retirement

Early Retirement in the Interests of the Service

If termination of employment is envisaged

Letter of Confirmation

Performance Satisfactory

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