

Flow-chart of the Capability Procedure

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

Performance Satisfactory

Letter of Confirmation

Revised Action Plan/
Retraining

Redeployment

"85 year" Early Retirement

Early Retirement in the Interests of the Service

If termination of employment is envisaged

Move to Disciplinary Procedure Step 3