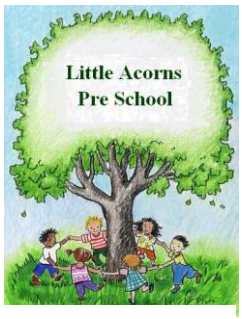
Staff

7.6 Capability Policy



Policy Statement

Employees have a contractual responsibility to perform their duties to a satisfactory level.
Where substandard performance is found due to the negligence, lack of application or ill health on the part of the employee, then the disciplinary procedure will normally be appropriate.

However, there may be times when it is not appropriate to manage a performance issue using the disciplinary procedure; these could include non-culpable situations such as inability or ineptitude, over-promotion, etc. There may also be reasons which are attributable to other forms of incapability, i.e. ill health or some other physical or mental deficiency.

It is a manager's responsibility to monitor performance and raise any concerns. Where performance falls short of that expected any concerns will be discussed with the employee during supervisions and/or appraisal.

If there are serious concerns then these will be addressed immediately by following the procedures in our staff handbook.

Procedures

- Preliminary Action before start of Formal Capability procedures
- First Caution
- Final Caution
- Appeals against first or final caution (Other than dismissal)
- Completion of procedure
- Exceptional circumstances
- Appeals against dismissal
- Ill health

This policy was adopted by Little Acorns committee on 31st January 2017.

Date to be reviewed **January 2017**

Signed on behalf of the provider

Name of Signatory **Sue Casselden**

Role of Signatory **Business Manager**