



## **CAPABILITY PROCEDURES**

---

### **INTRODUCTION**

We recognise that during your employment with the Council your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

### **JOB CHANGES/GENERAL CAPABILITY ISSUES**

If the nature of your job changes or if the Council/Clerk has general concerns about your ability to perform your job the Council/Clerk will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.

If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. The Clerk/Council will also consider the possibility of a transfer to more suitable work if possible.

If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.

If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

### **PERSONAL CIRCUMSTANCES/HEALTH ISSUES**

Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, the Council/Clerk will normally need to have details of your medical diagnosis and prognosis so that the Council/Clerk have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before the

Council/Clerk can obtain such a report and the Council/Clerk will expect you to cooperate in this matter should the need arise. When the Council/Clerk have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with the Council in your current role or, where circumstances permit, in a more suitable role.

There may also be personal circumstances that prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances, the Council/Clerk will need to know when the Council/Clerk can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When the Council/Clerk have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with the Council in your current role or, where circumstances permit, in a more suitable role.