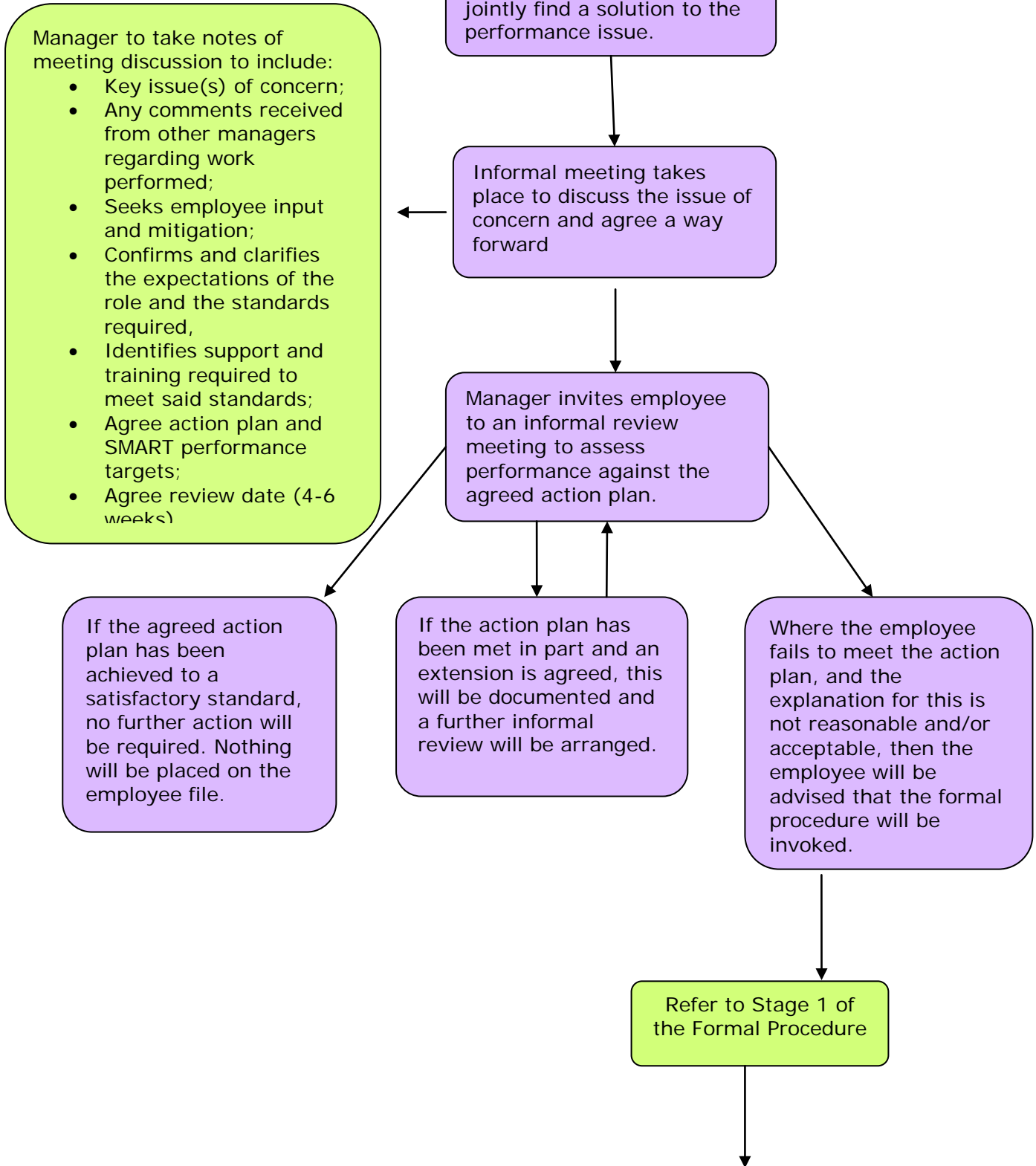


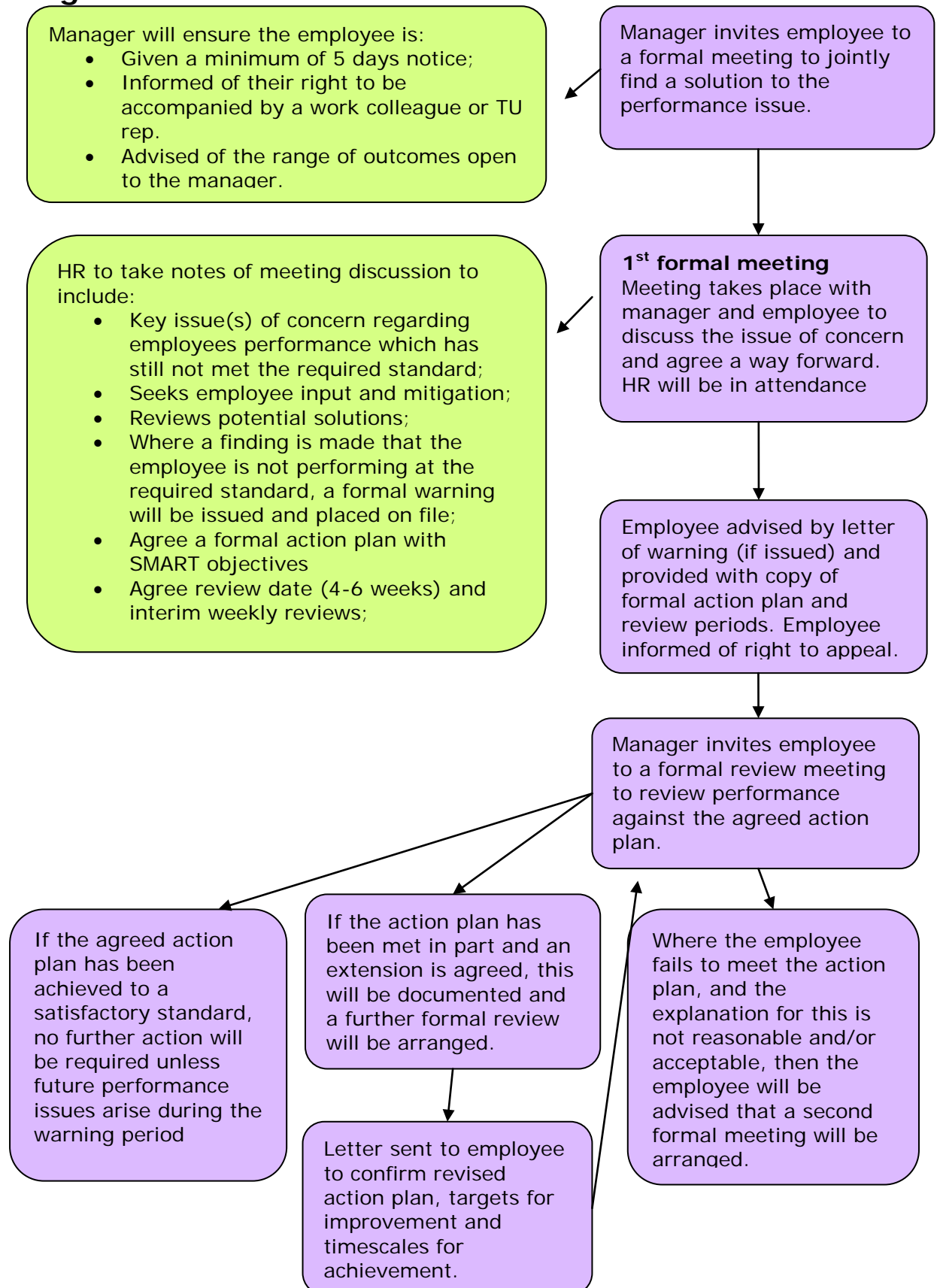
Capability Procedure Flowchart

Informal Procedure



Capability Procedure Flowchart

Stage 1 – Formal Procedure



Capability Procedure Flowchart

Stage 2 - 2nd Formal Meeting

Manager will ensure the employee is:

- Given a minimum of 5 days notice;
- Informed of their right to be accompanied by a work colleague or TU rep.
- Advised of the range of outcomes open to the manager.

HR to take notes of meeting discussion to include:

- Key issue(s) of concern regarding employees performance which has still not met the required standard;
- Seeks employee input and mitigation;
- Reviews potential solutions;
- Where a finding is made that the employee is not performing at the required standard, a final written warning will be issued and placed on file;
- Agree a 2nd improvement plan with SMART objectives
- Agree review date (4-6 weeks) and interim weekly reviews;

↓

Manager invites employee to a **2nd formal meeting** to discuss the issues of concern

↓

2nd formal meeting
Meeting takes place with manager and employee to discuss the issue of concern and agree a way forward. HR will be in attendance

↓

Employee advised by letter of the final written warning (if issued) and provided with copy of 2nd improvement plan and review periods, and advised of right to appeal.

↓

Manager invites employee to a formal review meeting to review performance against the 2nd improvement plan.

↙

If the agreed improvement plan has been achieved to a satisfactory standard, no further action will be required unless future performance issues arise during the final warning period.

↘

If the action plan has been met in part and an extension is agreed, this will be documented and a further formal review will be arranged.

↘

Where the employee fails to meet the action plan, and the explanation for this is not reasonable and/or acceptable, then the employee will be advised that a final formal meeting will be arranged.

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Capability Procedure Flowchart

Stage 3 – 3rd Formal Meeting

