


Request for Approval by Chief Executive - HR Policies and Procedures

Date	21 st July 2015										
<i>Following the resolution of the Council meeting held on 14th December 2006 to delegate decision making power to approve new or revised HR policies and/or procedures to the Chief Executive, approval is sought for the following policies and/or procedures:</i>											
Type of documentation for approval	<table> <tr> <td>New policy</td><td><input type="checkbox"/></td></tr> <tr> <td>Revised policy</td><td><input type="checkbox"/></td></tr> <tr> <td>New procedure</td><td><input type="checkbox"/></td></tr> <tr> <td>Revised procedure</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Other</td><td><input type="checkbox"/></td></tr> </table>	New policy	<input type="checkbox"/>	Revised policy	<input type="checkbox"/>	New procedure	<input type="checkbox"/>	Revised procedure	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
New policy	<input type="checkbox"/>										
Revised policy	<input type="checkbox"/>										
New procedure	<input type="checkbox"/>										
Revised procedure	<input checked="" type="checkbox"/>										
Other	<input type="checkbox"/>										
Title	Capability Procedure										
Contact Name	Jane Milone										
Background (Including reasons for new/revised policy/procedure)	<p>The current Capability Procedure was written in January 2008 (amended in December 2009) and was due for review.</p> <p>The draft revised procedure reduces repetition and brings together information contained in four former documents; the procedure, guidance for managers, guidance for employees and guidance for handling capability due to ill-health or disability.</p> <p>The revised procedure:</p> <ul style="list-style-type: none"> • Makes it clearer that where appropriate employees will be issued a warning that their continued employment is at risk if they do not meet the required standards within a specified time. • Removes the need for a formal meeting to be held at the end of the investigation where the line manager believes the concerns about performance are unfounded, or that the matter should continue to be handled informally. • Requires performance to be assessed against the required standards at a reconvened stage two meeting; removing the need for a separate review stage. 										
Consultation details	The unions have been consulted (on 2 nd July), Unison responded and the majority of their comments have been incorporated into the revised procedure.										

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Other Options Considered	N/A – leaving the procedure as it currently is did not make it sufficiently clear that where appropriate an employee is issued a warning.
Appendices	Draft revised Capability Procedure
Scheme of Delegation Ref:	
Approved by the Chief Executive	
Date Decision Made	20 th October 2015.
Date from which procedure and advice notes will be effective	As soon as possible after expiry of call in.

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on **dd mm 2015**, then it will be implemented.

If you have any queries regarding this decision, please contact:

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Job Title: HR Manager

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Equality Impact Assessment Template

Name of item being assessed:	Capability Procedure
Version and release date of item (if applicable):	Version 3, issue August 2015
Owner of item being assessed:	Katie Penlington
Name of assessor:	Katie Penlington
Date of assessment:	June 2015

1 What are the main aims of the item? (What does the item try to achieve?)

The procedure is designed to ensure fairness and consistency in the management of employee under performance.

2 What are the results of your research?

Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

The trade unions and the Human Resources Operations team were asked to provide comments on the EIA for this procedure. Neither had any comments on equalities concerns raised in respect of the current Capability Procedure, or comments on the revised one.

Group Affected	What might be the effect?	Information to support this.
People whose performance is affected by a disability.	Managers might not fulfill their obligations under the Equality Act.	

<p>Further Comments relating to the item: The Equality Act requires employers to make reasonable adjustments to enable disabled employees to perform their role. Section 14 has been added to the procedure to explain the additional actions managers should take when handling a capability issue with an employee with a disability as defined by the Act. Further additional rights are explained in section 19 which covers considering redeployment.</p>		
<p>Information will be added to the managers' workshop on using the Capability Procedure to highlight the requirement to make reasonable adjustments in cases where performance is affected by a disability as defined by the Act,, and where appropriate to seek redeployment.</p>		

3 What actions will be taken to address any negative effects?			
Action	Owner	By When?	Outcome
Information added to the Procedure as specified in section 2 above	Katie Penlington	Complete.	
Information to be added to the managers' workshop	Rebecca Bird	End of August 2015	

<p>4 What was the final outcome and why was this agreed?</p> <p>(Was the item adjusted, rewritten or unchanged? Refer to page 15 of <i>Meeting the Equality Duty in Policy and Decision Making</i> for more information.)</p>
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<p>5 What arrangements have you put in place to monitor the impact of this decision?</p> <p>The HR operations team will notify the Corporate HR team of any equalities issues raised in implementing the procedure.</p>
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6 What date is the Equality Impact Assessment due for Review?

On review of the procedure.

Signed:



Date:

22.10.2015

Appendices:

(list all documents that have supported this EqIA)

Appendix A:

Appendix B:

