
Capability Procedure

Committee considering report:	Delegated Officer Decision
Date of Committee:	2019
Portfolio Member:	Councillor Howard Woollaston
Report Author:	Katie Penlington
Forward Plan Ref:	DOD3875

1. Purpose of the Report

- 1.1 To seek approval for minor amendments to the Council's Capability Procedure.
- 1.2 The procedure was due a scheduled review and has had some minor revisions to reflect current practices and structures.
- 1.3 Amendments to the Capability Procedure:
- (1) The document, including authority to act table, has been amended to reflect the new senior management structure
- (2) The title 'dismissal hearing' has been replaced with 'decision hearing' so that it matches the titles within the Council's reporting and management of sickness absence procedure. The sickness absence procedure was revised in this way to reflect legal advice received when it was revised in 2018.
- (3) The document has been amended to reflect the current process for seeking redeployment now vacancies are advertised as they arise rather than in a weekly bulletin as previously.

2. Recommendation

- 2.1 The Chief Executive is recommended to approve the Capability Procedure.

3. Implications

- | | | |
|-----|-------------------------|--|
| 3.1 | Financial: | N/A |
| 3.2 | Policy: | Reworded to reflect current procedure for advertising vacancies as they arise rather than in a weekly bulletin (this process changed approximately two years ago). |
| 3.3 | Personnel: | N/A |
| 3.4 | Legal: | N/A |
| 3.5 | Risk Management: | N/A |
| 3.6 | Property: | N/A |
| 3.7 | Other: | N/A |

4. Other options considered

4.1 None; the amendments to the Capability Procedure are relatively minor and reflect changes in senior management structure previously agreed, and processes that have been in place for some time.

Appendices

4.2 Appendix A – Capability Procedure