

COLNEY HEATH PARISH COUNCIL

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CAPABILITY PROCEDURE

Colney Heath Parish Council recognises that employees may be unable to achieve the required standards due to circumstances outside their control and/or require assistance to achieve the performance standards. If it is felt that an employee's output or performance is not satisfactory or they show a demonstrable lack of capability the matter will be discussed with them.

Performance may be affected by a disability or ongoing physical or mental health issue and in these circumstances, the options will be discussed with the employee and seek, where necessary, expert opinion on the condition or disability. Options may include adjustments to working environment, work tasks or making aids and adaptations available.

Rather than invoking the Disciplinary Procedure, the matter will be investigated by the Clerk and the findings reviewed as appropriate with the employee before any action is taken. If the outcome of the investigation determines that there is action which can be taken to assist the employee such action for example through the use of a performance improvement plan will be agreed and implemented to try to resolve the problem.

If there is then insufficient progress or the outcome of the investigation is that progress is impossible then the matter may have to be dealt with under the Disciplinary Procedure or by other agreed appropriate action.

The Capability Procedure will be reviewed periodically, as appropriate, to assess its effectiveness and any appropriate changes will be made in consultation with employees.

This policy was adopted 27th February 2023 for a period of 2 years or until legislation changes.