



# HEADCORN PARISH COUNCIL

## Capability Procedures

### **Introduction**

Headcorn Parish Council recognise that during employment with the Council the capability of a staff member to carry out their 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 they fail to keep pace with the changes, or you change (most commonly because of health reasons) and they can no longer cope with the work.

### **Job Changes/General Capability Issues**

If the nature of the job changes or if we have general concerns about an individual's ability to perform their job we will try to ensure that the staff member understands the level of performance expected of them and that they receive adequate training and supervision. Concerns regarding capability will normally first be discussed in an informal manner and they will be given time to improve.

If the standard of performance is still not adequate, they will be warned in writing that a failure to improve and to maintain the performance required could lead to dismissal. We 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 a transfer more suitable work cannot be made or if the level of performance has a serious or substantial effect on our organisation or reputation, they will be issued with a final warning that they will be dismissed unless the required standard of performance is achieved and maintained.

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

### **Personal Circumstances/Health Issues**

Personal circumstances may arise which do not prevent attendance at work, but which prevent the carrying out of normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of the medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can most easily be obtained by asking the individual's doctor for a medical report. Their permission is needed before we can obtain such a report and we will expect the staff to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding the condition and after consultation with the individual, a decision will be made about future employment with us either in their current role, where circumstances permit, in a more suitable role.



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

## **Short Service Staff**

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal but you will retain the right to a hearing and you will have the right to appeal.

Caroline Carmichael  
11<sup>th</sup> November 2020  
HPC Cap 2020/1