



CAPABILITY POLICY

SUPPORTING PEOPLE TO WORK

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Revision History:

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0.1	13/12/2018	Jane Wandless	
0.2	19/02/2019	Jane Wandless	Minor changes from Feb MTM
0.3	13/03/2019	Jane Wandless	Reviewed by SCF, no changes proposed
0.4	28/06/2019	Jane Wandless	To CSVJB for approval
1.0	28/06/2019	Jane Wandless	Approved by VJB

CAPABILITY POLICY

1.0 Policy Statement

1.1 Central Scotland Valuation Joint Board (CSVJB) is committed to developing and assisting employees to reach their performance and attendance potential thereby enhancing the services it provides to stakeholders. To this end CSVJB will ensure that standards are established, performance and attendance levels monitored and employees given training and support to meet such standards.

1.2 Equally all employees will have a responsibility to achieve and maintain a satisfactory standard of performance and attendance to carry out the required duties to the standard required.

1.3 All employees will be made aware of the performance and attendance standards that they are expected to deliver through a number of mechanisms including the job description, appraisals and employee/line manager meetings.

2.0 Scope

2.1 This policy applies to all employees of CSVJB in relation to the management of capability whether performance or health related.

2.2 Where unsatisfactory performance results from undue attention or neglect by employees, or failure to follow reasonable instructions, managers may consider the case as one of unsatisfactory conduct under the Disciplinary Policy.

3.0 Principles of the Policy

3.1 Ensure that all employees are treated in a fair, consistent and understanding manner in relation to capability issues.

3.2 Ensure employees understand their roles and responsibilities and are aware of the standards expected of them.

3.3 Assist employees to improve their performance and reach an acceptable standard where possible through support and training.

3.4 Support managers in carrying out their responsibilities for the maintenance of high standards of work performance by all employees.

3.5 Provide a fair and consistent procedure for dealing with capability problems.

4.0 Representation

4.1 Employees have the right to be represented by a Trade Union representative or work colleague at any meetings held under Capability.

5.0 Monitoring & Review

5.1 Senior Management and Trade Union Representatives shall monitor the effectiveness of this policy on an ongoing basis.

Amendments will be made as and when deemed necessary and, where appropriate, after consultation with recognised trade unions.

Equality Impact Assessment

Policy Name	Capability Policy
Policy Lead	Jane Wandless
Equality Impact Assessment	
Full EQIA required	Yes <input type="checkbox"/> No* <input checked="" type="checkbox"/>
Date Full EQAI complete	
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