PROCEDURE FLOWCHART
CAPABILITY FOR STAFF LEVEL 1-3

Informal Action
Concerns raised with the member of staff by the line manager

Includes:
- discussion of possible causes and solutions
- actions identified and progress reviewed
- health concerns referred to Occupational Health

Refer to Performance Management Guide for further guidance

Formal Action
Preliminary report by line manager to next level manager, for decision how to proceed

Normally instigated where previous informal or formal action has not resulted in required improvement within defined timescale

No formal action (may refer back to informal stage or to other procedures if appropriate) OR Proceed to Capability Hearing (First-Level and Second-Level Warnings) OR Proceed to Capability Hearing (Dismissal hearing)

Member of Staff MoS notified

The initiator sends report to the Head of School/Prof Service or equivalent for decision how to proceed

Alleged failure to comply with the terms of a current warning or allegations which may amount to grounds for dismissal

MoS notified of Capability hearing and right to be accompanied

The hearing Heard by next level manager

MoS notified of decision and any further action

Decision and MoS notified of outcome and right to appeal

Decision and MoS notified of outcome and right to appeal

Appeal heard by a more senior manager

Appeal heard by a panel drawn from VC's list

Note: This diagram represents an overview of the procedure. Please refer to the document itself for the full procedure and to Human Resources or the HR website for further guidance.