

Review of Capability Policy – Terms of Reference

Introduction

A member session to be asked to review a draft new capability policy for Overview and Scrutiny committee, comprising any members with an interest in the work plus the Lead Member for OD.

Purpose of the review

The existing staff Capability Policy for managing performance issues is due for review. The existing process often feels cumbersome to managers, with too many stages which are too formal and takes too long. Because the informal stage of the current policy operates like a formal stage it also escalates what should be a normal management discussion about areas which need to be addressed into a process which feels much more punitive very quickly. The review of this policy will look to address the issues with the current policy.

The member session will be asked to consider whether the new draft policy fulfils the objectives set out in this document that the new policy:

1. Sets an expectation of high performance which is maintained
2. Aims to deal with as many performance issues as possible at the lowest level
3. Sets out a clear and ACAS-guidance compliant process of escalation where this is necessary, including rapid progression where the scale/impact of the issue warrants that.
4. Uses language which is appropriate to a positive approach to effectively addressing performance issues.

Further consultation?

- Council Managers
- Trade Unions
- Legal

How long will it take?

One meeting, ideally to take place in August 2022 (dependent on Lead Member availability)

Outcomes

The member session will aim to confirm by the end of the meeting any amendments considered necessary to meet the terms of reference. Once these changes have been made, the policy will need to be shared with managers for comment and Trade Unions for union agreement before being implemented.