**Appendix 8**

**Template Report for Capability Procedure – For Managers**

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| **Hearing Officer details**Name:Job Title:  |

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| **Manager details**Name:Job title: |

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| **HR Support details**Name:Job title: |

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| **Employee details**Name:Employee number:Job Title: Grade:Start Date:Employment History: |

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| **Main Performance Concerns***Detail here what the areas of concerns are*123 |

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| **What impact are these concerns having?**1. on the team;

 *Detail here the specific impact the areas of concern are having on the team as a whole*1. on the organisation;

*detail here the specific impact the areas of concern are having on the organisation*1. on customers/service users

*detail here the specific impact the areas of concern are having on customers and service users* |

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| **What steps have been put in place to address the concerns?***Detail here what support has been given to the employee to improve and what steps have been taken by the employee to resolve these* **What has the employee done towards addressing the concerns?***Detail what has been done by the employee to date to address the identified concerns and how successful has this been?* |

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| **Chronology of Events***Detail here dates of meeting to discuss concerns which have been held with the employee together with dates of 1:1’s and any relevant training/support they have received*.**Conclusions***Detail here the conclusions from the investigation.* |
| **Documentary Evidence attached:*** Job description
* Training records
* Supervision records
* Attendance records
* Meeting notes

 **Other evidence:**1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Date report presented to Hearing Officer:**

**Signed and dated (Manager):**

 **Signed and dated (Hearing Officer):**