**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*  1  2  3 |

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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):**