

# APPENDIX 2

## PERFORMANCE CAPABILITY PROCEDURE ROLES AND RESPONSIBILITIES

Chief Executive and Chief Officers, Tiers 1 and 2	Tier 3 Heads of Service	Line Manager	Colleague	Human Resources
Every colleagues must use the procedure and guidance on iDerby				
<b>Fairness and equality</b>				
To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.	To provide reasonable adjustments as required.	To provide reasonable adjustments as required.	To notify managers of reasonable adjustments required.	Provide advice and guidance to managers and colleagues.
<b>General operation of the scheme</b>				
To ensure managers carry out their responsibilities.	To ensure managers carry out the informal and formal part of the procedure	Carry out informal and formal part of the procedure	To participate fully in the scheme	Provide advice and guidance to managers and colleagues.

Carry out formal stage and performance capability hearing where appropriate.	Carry out formal stage and performance capability hearing of process	Carry out informal and formal stage of process  If a satisfactory and sustained improvement is not achieved via the GPC review cycle, the manager should arrange an informal/formal stage meeting as required.	Participate in process  Attend meetings and arrange for companion and any witnesses to be present.	Provide advice to managers and colleagues
Document retention				
Ensure confidentiality in line with the Council's data protection and IT policies	Ensure confidentiality in line with the Council's data protection and IT policies	Ensure confidentiality in line with the Council's data protection and IT policies	Keep a copy of documents and decision letters	Ensure confidentiality in line with the Council's data protection and IT policies  Ensure information is processed and that key letters are placed on the colleague's personal file