

Performance Capability Policy and Procedure - updated

Purpose

- 1.1 The Performance Capability Policy and Procedure has been updated to reflect the change in the Council's Managing Individual Performance (MiP) process, to the Great Performance Conversation (GPC) approach which has been successfully launched earlier this year. The proposed changes are detailed in paragraph 4.3.
- 2.2 The policy clearly defines for managers and colleagues the purpose and principles of the Council's approach to managing performance.

Recommendations

- 2.1 To approve the revised policy.
- 2.2 Subject to Personnel Committee's approval, to note that the revised policy will be publicised to Council colleagues.

Reason(s)

- 3.1 The policy has been updated to ensure that it accurately reflects the Council's approach to people performance management and the use of the Great Performance Conversation approach.

Supporting information

- 4.1 The Performance Capability Policy and Procedure provides a framework for managing performance which falls below the expected performance standards of the job role, and the desired improvement has not been achieved through the Great Performance Conversations.
- 4.2 The policy is also compliant with the guidance outlined in the ACAS Capability Procedures with the requirement to follow a procedure based on encouraging the colleague to improve their performance, if areas for improvement have been identified.

4.2 The proposed changes to the Performance Capability Policy and Procedure are:

- Update title from Managing Individual Capability to Performance Capability.
- Remove the Probation Procedure from the policy, which is now a separate procedure.
- Update the references to Managing Individual Performance (MiP) process to Great Performance Conversations (GPC) process.
- Update the monitoring period duration of the Performance Development Plan (PDP) to 4-6 weeks.
- Reduce the period for a First Written Warning from 12 months to 6 months, and reduce the period for a Final Written Warning from 18 months to 9 months.

Public/stakeholder engagement

5.1 The revised draft Redeployment Policy has been shared with the HR Management team and Legal Services for consultation purposes.

5.2 Consultation has also taken place with Trade Union colleagues through the Policy Working Group.

Other options

6.1 To continue with the Managing Individual Capability Policy in its current form. This is not in line with the Council's approach to people performance management.

Financial and value for money issues

7.1 None arising.

Legal implications

8.1 None arising.

Other significant implications

9.1 None arising.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal	Paul McMahon Principal lawyer	
Finance		
Service Director(s)		
Report sponsor		
Other(s)	Liz Moore - Head of HR	

Background papers:

