

## **CAPABILITY REPORT FORMAT**

The format of the report should be simple and factual including:

### **The Job Holder's details**

Including the job they occupy, their terms and conditions of service, i.e. within a probationary period, on a fixed term contract or an established civil servant; the period in their current post and their period of service.

### **The performance issues**

A description of the issues raised, the standards required and the dates they were discussed, including reference to the overall performance recorded as an outcome of the PSC Employee Appraisal process.

### **Management action and follow up**

The support that was afforded to the Job Holder and any specific actions undertaken as an outcome of the performance issues being raised, the monitoring/review period/s agreed and any referral, for example to Occupational Health.

### **Outcomes**

The outcomes of the support/action and monitoring/review periods, including any improvements identified.

### **Other issues**

Any other circumstances that should be taken into account in this case.

### **Recommendations**

The Department's recommendation in relation to this case, including comment on consideration given to suitability for a further period of monitoring, or reversion of grade. If redeployment within the Department has been considered this should be clearly stated.

### **Capability procedures followed**

A statement that the capability procedures have been exhausted in this case. In exceptional circumstances, where there is a sudden and unexpected deterioration in a civil servant's performance; or the actual or potential consequences of single errors are so serious that the submission of an adverse report is being contemplated even though the procedures have not been exhausted, a full explanation should be given.

### **Signatures**

**Job Holder** – to confirm that they have read the Capability Report, that they are aware they can make a written submission to accompany the report and that they will be invited to appear before a Capability Hearing Panel before a decision is made.

**Reporting Officer, Accounting Officer or Senior Manager with delegated authority** – to state their concurrence to the report including the recommendations.

### **Appendices**

To include:

1. A copy of the job description for the Job Holder
2. Copies of any meeting notes
3. Information on any oral warnings given
4. Copies of written warnings given

5. Copy of most recent employee appraisal paperwork