

Surrey Heath Borough Council
Employment Committee
12th October 2023

Capability Policy and Procedure

Strategic Director/Head of Service	Sally Kipping
Report Author: – HR Advisor	Julie Simmonds – HR Manager, Alex Allen
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with details of a revised Capability Policy for staff and managers following a review. All changes in the policy are track changed for ease.

Recommendation

The Employment Committee is advised to RESOLVE that the revised Capability Policy and Procedure as attached at Annex A, be adopted.

1. Background and Supporting Information

- 1.1 This policy has more information contained for staff and managers to help both understand the process which will be followed in a Capability situation and expectations.
- 1.2 The proposed revised Capability Policy and Procedure was considered by the Joint Staff Consultative Group on 14 September 2023. The Group agreed that there should be 3 scenarios to be provided within the policy to give examples of where the escalation of the policy would be required. This has since been captured under paragraph 8.3 of the proposed revised policy.

2. Reasons for Recommendation

- 2.1 To ensure that all SHBC staff are aware of processes and expectations when a Capability matter arises.

3. Proposal and Alternative Options

- 3.1 Adoption of this Capability Policy.

4. Contribution to the Council's Five Year Strategy

No matters arising.

5. Resource Implications

5.1 No increase of resources required.

6. Section 151 Officer Comments:

6.1 This Capability Policy was taken to CMT for review and comment on 29th August 2023

7. Legal and Governance Issues

None

8. Monitoring Officer Comments:

8.1 This Capability Policy was taken to CMT for review and comment on 29th August 2023

9. Other Considerations and Impacts

Environment and Climate Change

9.1 Supports the Council's pledge.

Equalities and Human Rights

9.2 Equalities Impact Assessment will be completed.

Risk Management

9.3 n/a

Community Engagement

9.4 Not applicable.

Annexes

Annex A – Proposed revised Capability Policy.