Appendix A **Summary Capability Procedure** Key PM Procedure Performance concerns identified Capability Procedure Concerns very serious in nature? Yes No Deal through Performance Management **Procedure** Set monitoring period of 4-8 working weeks Letter issued confirming meeting & expectations Regular contact during monitoring period **Suspend Performance** Performance improved sufficiently during Management. Move into Capability No monitoring period? (Exceptionally one 4 week Procedure. extension may be granted where significant improvement or where there has been significant absence? **Formal Capability Meeting** Dismissal Warning No Yes (after prior **Further** warning(s)) Action Procedure ceases. Set formal Re-instate PM if monitoring period suspended. Notice issued. Right of (4-8 weeks) **Employee** Appeal suspended. Sufficient Yes Nο improvement?