Appendix 1 – Flowchart Summarising the Capability Procedure

*Performance Remains a concern*

*If FWW issued at (ii)*

*If warning other than FWW issued at (ii)*

improvement

*Either a warning or FWW issued*

*Insufficient progress/improvement*

*FWW issued\**

Key

\*=Right of Appeal applies

*Acceptable progress/*

*improvement*

*Acceptable progress/*

*improvement*

*Insufficient grounds for pursuing capability procedure*

Alternative Employment Within Service

Action Under Capability procedure Ends, Appraisal process starts

(i) Informal Capability Meeting & Review Period

(Section 8)

(ii) Formal Capability Meeting

(Section 9)

Monitoring & Review Period (4 – 8 weeks) (Section 10)

(iii) Formal Review Meeting

(Section 11)

(iv) Decision Meeting

(Section 12)

Monitoring & Review Period (4 – 8 weeks)

(Section 10)

*Acceptable progress/*

*improvement*

(v) Capability Hearing

(Section 13)

Dismissal with Notice

(Section 14)

Right of Appeal (Section 15)