



## **WITH EFFECT FROM 1 JANUARY 2013**

### **THE CAPABILITY POLICY**

Capability in The University of Sheffield (TUOS) context relates to matters of work performance. The purpose of the capability procedure is to provide a transparent process so that if problems arise with a staff member's work performance, the manager can take a fair and reasonable course of informal and/or formal action to resolve issues and aid improvement.

The procedure is based upon principles of natural justice, fairness, equality, and reasonableness, as underpinned by legislation. The procedure shall be applied with these principles in mind.

### **SCOPE**

This procedure applies to University staff. There are separate provisions for those covered by the University statutes.

### **HOW THE UNIVERSITY SUPPORTS THE PROCEDURE**

The University's policies and procedures set out the rules and standards for all staff and a full list can be found in the A-Z section of the HR web pages.

In addition, annual objective setting and regular reviews for staff are conducted through the Staff Review and Development Scheme (SRDS) or Joint Academic and Clinical Appraisal Scheme.

Human Resources may be consulted for advice and information at any stage of the procedure. Staff may also seek the support and advice of the relevant Trade Union at any stage of the procedure.

### **KEY PRINCIPLES**

1. Where possible the manager will resolve minor issues with a staff member informally and swiftly; the maintenance of standards and performance do not necessarily require formal procedures.
2. The procedure provides a range of options to aid improvement.
3. Before any formal action is taken, departments must consult and involve Human Resources.

### **DOCUMENT CONTROL**

- Last updated: 12/12
- Date of Next Review: 12/15