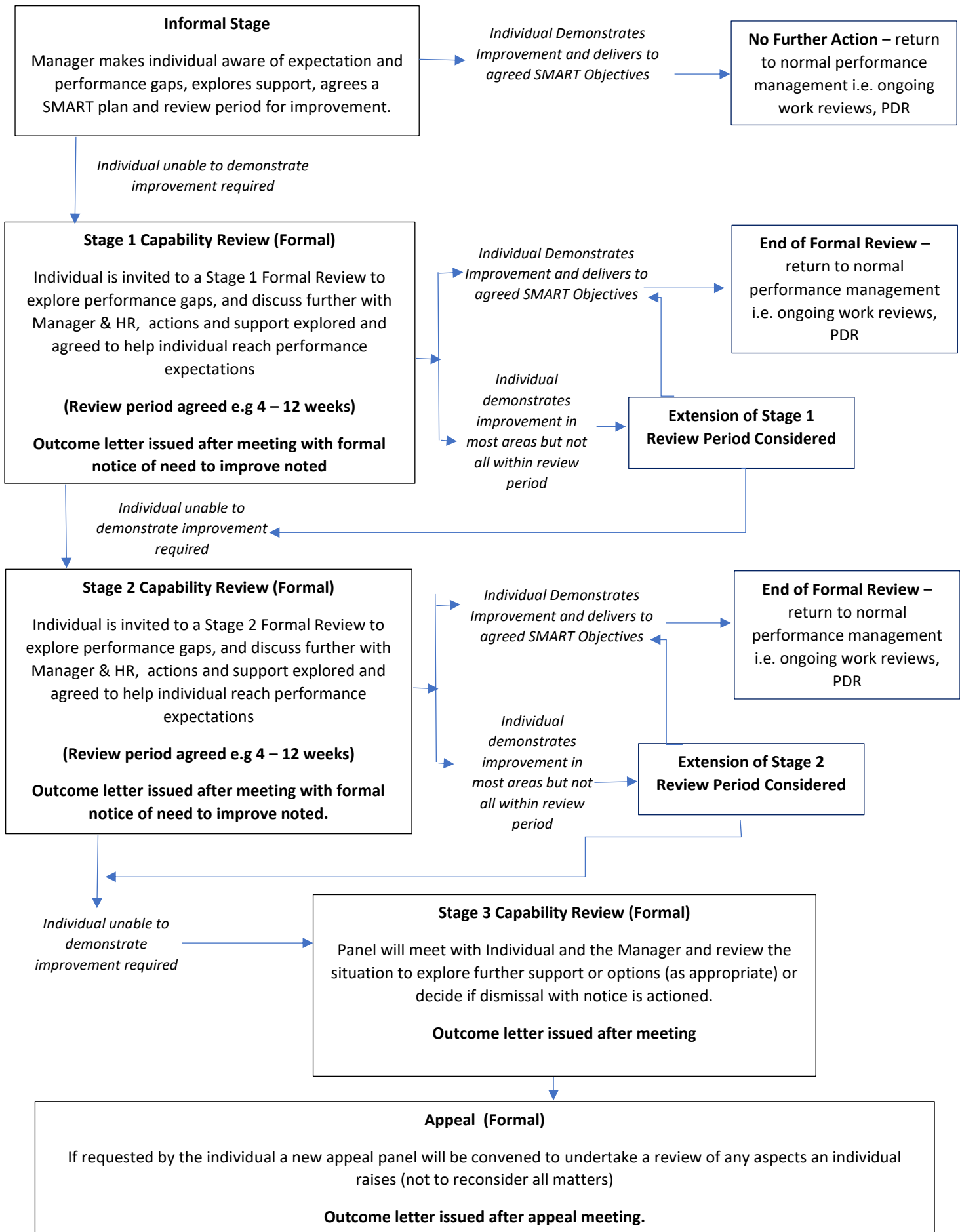


Capability & Supporting Performance Policy – Flow Chart (Performance)

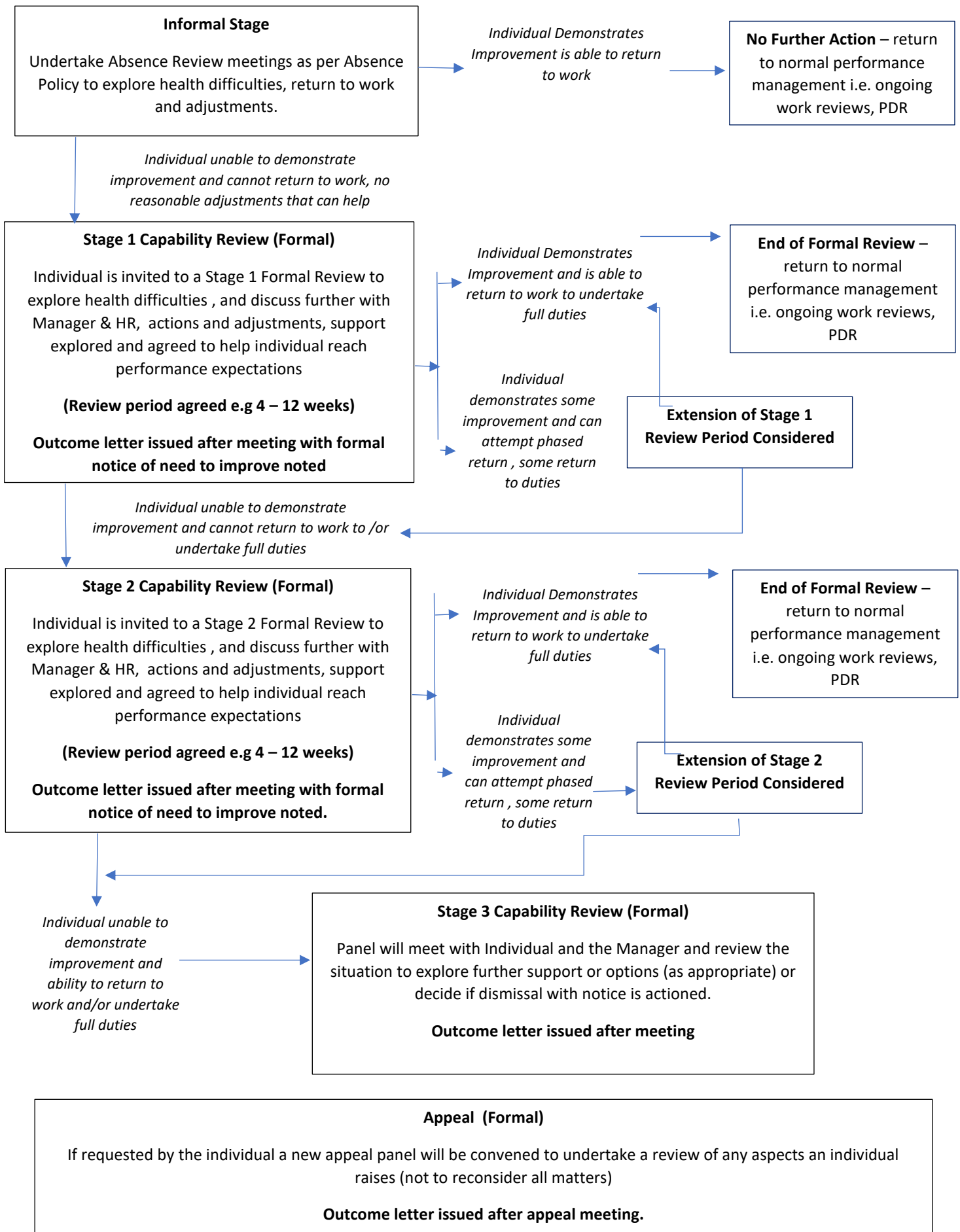
(Refer to Policy for details off meeting details and what is to be discussed)



Capability & Supporting Performance Policy – Flow Chart (Absence)

Capability & Supporting Performance Policy – Flow Chart (Long Term Absence)

(Refer to Policy for details off meeting details and what is to be discussed)



Capability Review due to Absence – Frequently Asked Questions

1. I am unwell and unable to work, why am I being supported through the Capability Procedure?

Where individuals are experiencing health difficulties that prevent them from being capable of undertaking their role, and initial support and absence reviews have not been able to identify adjustments to return to work successfully then continued support is offered under the Capability Procedure, as is required of a reasonable employer under UK Employment requirements.

2. I've been invited to a Stage 1 Review as I still cannot return to work, what informal support should I have been offered?

Prior to receiving support through Stage 1 you will have had at least two absence reviews with your Manager and HR where long term absence due to health difficulties prevents you from return to work and no reasonable adjustments or support explored at your absence reviews have been possible.

3. What will I be expected to discuss in a Capability Review meeting?

The Capability review will be similar to your absence reviews held previously, and will look to discuss your health difficulties, support you are receiving from medical professions, prognosis and to see what adjustments and support may help in assisting you to return to your role and duties.

At these review the process will be discussed further and you will be notified that part of the review includes issuing a notice of improvement, to attend work and undertake your duties, and what outcomes may occur at the end of the process if this is not possible.

4. I'm still not sure what's wrong with me, how can I be supported through this process?

As part of the support offered your manager will seek additional support and advice from our Occupational Health Service, and you'll be asked to meet with them. The service can provide further guidance to your manager on your health difficulties, adjustments and ongoing needs for further considerations.

Where diagnosis isn't clear or continues to not be possible, the steps of the Capability procedure would still be followed, with review periods set to allow reasonable time for further clarification on any health difficulties.

5. What happens if I decide not to take part in these reviews?

The reviews are the University's fair and reasonable process for trying to support you back to work and to explore adjustments and ongoing support. If you choose not to take part in the reviews, these will continue without you and decisions will be made on the basis of the information those conducting the reviews have at the time.

6. What If I am unable to take part because I am very unwell?

You would be asked to meet with Occupational Health to discuss any difficulties and see if there are any adjustments that could support you to take part in any reviews.

7. If I attend a Stage 3 review how can it be fair for me to be dismissed if my health doesn't allow me to do my job?

Being unable to undertake a role due to illness , health difficulties after a reasonable time , and where no reasonable adjustments are possible would mean that you are incapable of doing your role.

Dismissal on the ground of Capability is one of the 5 fair reasons for dismissal in the UK.

However Dismissal would be the final outcome of the process and would not be taken lightly, at such a point reasonable adjustments will have been explored, other options would have been reviewed e.g.

Ill Health Retirement application (if in Pension Scheme), Redeployment.