



PRIFYSGOL
BANGOR
UNIVERSITY

CAPABILITY AND SUPPORTING PERFORMANCE POLICY

Rev	Date	Purpose of Issue/Description of Change	Review Date
1.	Dec 18	Reviewed and amended in light of revision of Sickness Absence Policy	Dec 2021
2			
3.			
Policy officer	Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Director of HR	Director of HR	17.11.16 (Human Resources Task Group)	November 2016

Purpose of the Policy

The University recognises in its Strategic plan that:

“People are our key resource and the University will create a positive environment where staff flourish as partners in the success of the University.”

And:

“A high quality staff experience is a priority and the University is committed to a fair and inclusive environment for staff, making it an employer of choice and supporting staff in reaching their full potential and valuing the contribution of all equally”.

Through the University’s recruitment procedures, every effort is made to ensure that new staff have the appropriate skills and abilities, or a clear, demonstrated potential to achieve these, for the roles they are recruited to fulfil. At the start of their employment (or internal transfer/promotion), staff should be clearly informed of their responsibilities and the standards of work performance required. Staff should receive appropriate induction and timely training, and effective, regular feedback relating to work performance. The University’s Performance and Development Review (PDR) which addresses all elements of each individual’s responsibilities, development and performance supports this approach. Managers are responsible for ensuring that performance issues are addressed promptly and fairly, and for arranging to attend appropriate training sessions organised by the University, for example, in relation to recruitment, staff management, and performance management.

Bangor University is also committed to promoting the health, safety and wellbeing of all staff. The Sickness Absence Policy and Procedure is designed to promote good practice, and to provide a framework for the effective management of sickness absence. Its objective is to minimise absence levels whilst maintaining a fair, sensitive, timely and consistent approach for handling staff sickness absence.

When a staff members performance / absence falls below the expected standard, this policy and accompanying procedure provides a framework to achieve an acceptable level of performance/ attendance.

An accompanying procedure provide clear guidance on the operational stages and support the University’s commitments as outlined in this Policy

Scope

The Procedure should be applied equally and consistently to all staff, except staff under probation, to which a separate procedure applies.

For academic and academic related staff each stage will constitute the procedure referred to under Statute XX Part 111: Discipline, Dismissal and Removal from Office and nothing in the Capability and Supporting Performance Procedure shall be intended to alter or amend individuals’ rights under that Statute. The Statute will represent the start point and the Procedure will simultaneously be applied. For clarity stage one will constitute the verbal warning stage, stage two will constitute the written warning stage and stage three will constitute the dismissal stage.

The Capability and Supporting Performance Procedure addresses the ability to carry out a job to the required standards (the “can’t”) as opposed to issues of wilful inadequacy or misconduct (the “won’t”), which are

handled through the University's disciplinary procedure.

If the member of staff concerned is a trade union representative, the HR Department will discuss the case with a trade union full time officer after seeking the member of staff's agreement.

Responsibility

It is the responsibility of the Director of Human Resources, reporting to the Human Resources Task Group and the Executive to implement, monitor and review this Policy across the University.

Deans of College, Heads of School, and Heads of Department are responsible for the implementation of the Policy within Colleges and Central Services. All those with Line Management responsibility are to ensure that performance / attendance issues are addressed promptly and fairly, and for arranging to attend appropriate training sessions organised by the University, for example, in relation to recruitment, staff management, and performance management.

Core Principles

Wherever possible, managers should seek to address any individual or minor performance problems as they occur, and without the need to implement the accompanying procedure. It should be remembered that promptness is important in dealing with capability and performance matters effectively and fairly.

The procedure provides opportunities for improvement through a series of stages. No member of staff will be dismissed or have any sanctions applied because of a failure to perform / sustain an acceptable level of attendance to the required standard unless warnings and an opportunity to improve have been given, together with reasonable resources where appropriate. The timescales adopted for the various stages of this Procedure will vary in accordance with the seriousness of the problem, the member of staff's role, whether the problem relates to a specific or broader difficulty, and the time period during which the problem has existed. An employee has a right to be accompanied by a colleague or Trade Union representative at each formal stage of the procedure.

Supporting Documents

Capability and Supporting Performance - Accompanying Procedures

Relevant Legislation (Including, but not limited to)

- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011(SI 2011/1064)
- Welsh Language Act (1993) and the Welsh Language Measure (Wales) 2011.
- Employment Rights Act (1996)
- Data Protection Act (1998)
- ACAS Code of Practice (Disciplinary and Grievance)

- Wellbeing of Future Generations Act (Wales) 2015

Bangor University Related Policies and Procedures (including but not limited to)

- Recruitment and Selection Policy and Procedures
- Staff Training and Development Policy
- Performance Development Review Policy
- Academic Study Leave Policy
- Dignity at Work and Study Policy
- Grievance and Disciplinary Procedures
- Sickness Absence Policy
- Redeployment Policy
- Strategic Equality Plan