



## **Purpose**

The success of the University in achieving its strategic aims depends on effective contributions from all employees, focusing on quality and excellence. The University recognises the majority of employees meet or exceed the demands of their respective roles, however, capability issues can and do arise.

Capability at the University of Nottingham refers to matters of work performance. The purpose of the capability policy is to provide the key principles of intent regarding capability. This is supported by a capability procedure, which provides a transparent process to support managers in addressing capability issues and opportunities for conversations to take place. The procedure also outlines how managers can take a reasonable course of action to resolve capability issues fairly, to support improvements where possible and effectively manage capability through to resolution.

## **Scope**

This policy applies to all employees of the University of Nottingham except those within the Operations and Facilities Job Family.

## **Equality & Diversity**

The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. Employees and managers will apply and operate this guidance fairly and in doing so ensure that there is no discrimination on the grounds of age, disability, gender, gender identity, marital status, pregnancy and maternity, race, religious or political belief, sex, sexual orientation or trade union membership/activity.

## **Academic Freedom**

No member of staff shall be subject to a capability sanction as a result of appropriately exercising their right to academic freedom, as defined within the University statutes.

## **Definitions**

This Capability policy refers to matters of work performance. The University's sickness absence procedure covers absence due to ill health or disability related absence. The University's Disciplinary Procedure covers misconduct.

Under certain circumstances, the Disciplinary and Capability procedures may be interchangeable.

## **Responsibilities**

All employees are responsible for ensuring they understand the expected standards to perform work, do so to the best of their abilities and strive to achieve their full potential via agreed objectives, which support the University's strategic aims based on the core principles of quality and excellence.

Managers are responsible for ensuring employees have clarity over objectives, the expected standards of performance and access to reasonable development opportunities to support employees in the delivery of their role. Managers should take all reasonable steps to address any capability issues informally in the first instance.

All employees are expected to fully engage in their induction, including the setting of their objectives and the assessment and monitoring of progress during early employment (normally six months) with the University. Managers should explain the employee's roles and responsibilities to them, supported by written documents in relation to their work (for example their role profile).

**Principles:**

Matters of capability concern does not imply blame. It is recognised that an employee's circumstances or external factors may change over time, which may impact on their ability to fulfil the expectations of the role they are employed to do.

All matters should be dealt with confidentially, allowing both managers and employees to explore and discuss all options available to them at all stages of the capability procedure.

All capability issues should be dealt with a view to supporting the employee in raising standards, exploring where standards are not as expected and setting thorough and clearly explained objectives.

**References:**

This policy should be read alongside the Capability Procedure and the Capability Guidelines, which support the application of the Capability Procedure, see:

<https://www.nottingham.ac.uk/hr/guidesandsupport/capability-policy/capability-policy.aspx>.

**Effective Date:** July 2018

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