

WEBSITE SUMMARY FORM

Please ensure that you complete this form for publishing on our website

DETAILS OF COMPLETED EQUALITY IMPACT ASSESSMENT	KEY FINDINGS	FUTURE ACTIONS	TIMESCALES
<div> <div></div> <div>Directorate</div> <div>HR,OD & CG</div> <div>Name of Function or Policy</div> <div>Capability Policy</div> <div></div> <div>Brief description of aims of the Policy/Function</div> <div>All employees have a responsibility to achieve a satisfactory level of performance and to carry out their duties to the standard required. In fulfilling our responsibilities as an employer, we should offer help and support to staff in achieving and maintaining required standards of performance and in ensuring that areas of under-performance are identified and handled effectively and appropriately. The capability policy is used to ensure this happens.</div> <div>Status of Function or Policy (i.e. new, changing, existing)</div> <div>Update</div> <div>Name of Lead Officer Completing the Assessment</div> <div>Peter Smith</div> <div>Date of Assessment</div> <div>11 February 2008</div> </div>	<p>This policy does not adversely impact on any social group/age.</p>	<p>Equality Impact Assessment due when policy renewed.</p>	<p>Valid until May 2009.</p>

