

# Core brief

## Introduction

This issue details the Once for Scotland Workforce Capability Policy.

## Focus on new Capability Policy

As you are aware, from 1 March 2020, we will be implementing the new Once for Scotland Workforce policies. This briefing focuses on **Capability**.

<p>Why do we have this policy?</p>	<p>To provide a clear process to support and manage employees, in a fair, consistent and timely manner when they are required to improve their knowledge, skill and/or ability to undertake their role.</p>
<p>Who does this apply to?</p>	<p>This policy applies to all employees, with the <b>exception of medical and dental staff</b>. Please see the full policy for as there are exemptions in relation to suspended registration.</p> <p>It also applies to bank, agency and sessional workers.</p>
<p>How does this affect me?</p>	<p>All employees and line managers have responsibilities described in the policy. In summary:</p> <p>Line Managers should:</p> <ul style="list-style-type: none"> <li>• ensure that good performance, and special effort by individuals and teams is acknowledged, encouraged and reinforced.</li> <li>• communicate with the employee to ensure they are aware of the performance standards expected of them in their role.</li> <li>• assess the seriousness of the capability issue and determine whether the matter can be addressed under early resolution.</li> <li>• monitor employee performance on an ongoing basis.</li> <li>• effectively support the appropriate personal development planning and review/appraisal process in respect of such employees to ensure that performance standards are met.</li> </ul> <p>Employees should:</p> <ul style="list-style-type: none"> <li>• be aware of the standards of performance expected of them, and discuss with their line manager if unclear.</li> </ul>

	<ul style="list-style-type: none"> <li>• actively participate in the process in an attempt to address the issue without delay.</li> <li>• try, to the best of their ability, to meet the expected standards and raise at the earliest opportunity if they are having difficulties meeting the expected standards of performance.</li> <li>• work with managers on any agreed Supported Improvement Plan</li> <li>• comply with any support/monitoring mechanisms put in place.</li> <li>• advise the appropriate manager if they have a concern that a colleague may not be performing to the expected standards.</li> </ul>
<p>What do I need to do now?</p>	<p>New Policy Awareness Raising Sessions - we are running a number of Awareness Raising Sessions for Managers and Trade Union Representatives and have added a number of additional dates – you can book to attend through the following link - <a href="#">awareness sessions</a>.</p> <p>The policy can be accessed anywhere, at any time and on any device (mobile, laptop, desktop) at <a href="https://workforce.nhs.scot">https://workforce.nhs.scot</a> or through the link at HR Connect.</p>

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