

HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

Work Performance Ability

[1-2-1 Action Sheet](#)

Record of regular meetings.

STAGE 2: COUNSELLING

[Letter 1](#)

Invitation to counselling meeting.

[Performance Improvement Plan](#)

Record of agreed performance improvement measures.

[Letter 2](#)

Confirmation of review meeting date/s.

STAGE 3: THE REVIEW MEETING

[Letter 3](#)

No further action after review meeting.

[Letter 4](#)

Further counselling and review.

STAGE 4: WORK PERFORMANCE HEARING

[How to carry out a Work Performance Hearing](#)

Guidance for managers.

[Letter 5](#)

Notification for employee to attend Work Performance Hearing.

[Letter 6](#)

No further action after hearing.

[Letter 7](#)

Further counselling and review.

[Letter 8](#)

Redeployment procedure to be implemented.

STAGE 5: APPEAL

[Letter 9](#)

Appeal Outcome Letter.

STAGE 7: DISMISSAL ON WORK PERFORMANCE ABILITY GROUNDS

[Letter 10](#)

Dismissal Letter.

