# Template Letter 1 - Invite to Stage 1 Capability Meeting

PRIVATE & CONFIDENTIAL

<Addressee>

<Address>

<Date>

Dear <Addressee>

**INVITE - Stage 1 Capability Meeting**

Following your recent 1:1/Supervision on *<insert date>* we discussed your performance at work and how this is has been unsatisfactory. I therefore informed you that we would progress through the Capability Policy and Procedure. I now write to invite you to a Stage 1 Capability Meeting.

In accordance with government guidance around social distancing and maintaining this wherever possible, the Council's proposed method of conducting formal meetings remains via video conferencing wherever possible.

Our intention is to keep all individuals safe whilst being able to progress with processes to ensure that we minimise the impact on all involved.

This meeting is scheduled to take place using MS Teams/ Zoom and there is a link included within the invite and also in Outlook calendars where this has been sent electronically.

Please refer to the attached Appendix 1 document which includes guidance on etiquette for virtual meetings.

If you have any specific requirements in being able to use this facility, or would like to discuss any adjustments you would like included within the meeting, please contact me as soon as possible to discuss.

Additionally, if you would like to suggest an alternative method in conducting this meeting, please contact me as soon as possible to discuss.

The Identified Areas of Performance Concerns are as follows:

**Identified Areas of Performance Concerns:**

*<Insert concerns>*

This Stage 1 Capability Meeting will take place on:

Date:

Time:

Venue:

I have enclosed copies of necessary information to which demonstrates where you have not been meeting and maintianing the required standards of performance. Information such as <*job description/person specification, any OH reports, competencies, supervision notes, appraisals, case files, screen prints of data systems, call recordings etc>.*

You have the right to be accompanied at the meeting by a Lincolnshire County Council work colleague, recognised Trade Union Representative or recognised Trade Union Officer. Should you wish to arrange to be accompanied you should do so without delay and should contact me directly should any difficulties arise in making arrangements.

Whilst this is a formal process, in order to minimise unnecessary formality and apprehension, the electronic or tape recording of meetings and/or hearings will not be permitted. If you think that there are exceptional circumstances where this should be allowed (for instance, due to a disability) you should raise this in advance with the person due to conduct the meeting, the chair of the hearing or the relevant HR Adviser. Due consideration will then be given to the request and you will be advised of the outcome of that consideration.

However, where the nominated notetaker at meetings and/or hearings associated with the process feels it is necessary to make an audio recording in order to support with the preparation of the notes, the requirement to make the recording will be clarified with all present at the start of the meeting.

The above is in accordance with the County Council’s Capability Policy and Procedure, a copy of which is provided with this letter.

Should you have any queries regarding the content of this letter please do not hesitate to contact me.

Yours sincerely

< Manager>

Updated July 2017