

**SUBJECT: Capability Policy for school based employees**

**MEETING: INDIVIDUAL CABINET MEMBER DECISION**

**DATE: 15<sup>TH</sup> JUNE 2016**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

The purpose of this report is to introduce the revised Capability Policy for school based employees. All Local Authorities in Wales have received guidance from the Welsh Government on dealing with capability issues for teachers and separate guidance for head-teachers and when formulating revised policies all local authorities are expected to have due regard to such guidance.

This revised policy will replace the current Capability Policy for Schools.

**2. RECOMMENDATIONS:**

That the revised Capability Policy for school based employees be accepted and commended to governing bodies for adoption as soon as possible.

**3. KEY ISSUES:**

The Welsh Government published guidance in relation to the management of capability issues of school teaching staff in November 2013 and in September 2014 Welsh Government published separate guidance for the management of capability issues of Head-teachers.

Both documents offer guidance to schools, governing bodies, local authorities, regional consortia, diocesan authorities and trade unions on the management of those who may be subject to capability procedures.

At the present time, schools in Monmouthshire have one policy that applies to all staff – teaching staff, support staff and head-teachers and support. This policy requires updating.

The revised policy has been developed on a collaborative basis, in consultation with four other local authorities in the SE Wales area, the Education Achievement Service, and all recognised Trade Union Regional Officers. The policy reflects the guidance provided by Welsh government.

Following receipt of the WG guidance documents, it was the aim of all the SE Wales local authorities, the EAS and the trade unions that one capability policy would be developed (that would apply to all staff in schools), as opposed to having three separate policies that would apply separately to support staff, teaching staff and Head-teachers.

The approval and adoption of this policy therefore seeks to assist the management of capability issues for all staff employed in all schools in the SE Wales area, and seeks to ensure equity and fairness. This revised policy will therefore provide one policy that is applicable to all staff employed in schools and will provide a consistent and coherent approach to staff capability issues in schools across SE Wales.

**4. REASONS:**

The purpose of the revised policy is to provide one policy that is applicable to all staff employed in schools. It aims to provide a constructive approach to achieving improved work performance through effective supervision, mentoring, training, support, review and development and to ensure fairness in responding to those situations where improvement is not achieved.

**5. RESOURCE IMPLICATIONS:**

None

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

The Equality Impact Assessment is attached.

**7. CONSULTEES:**

All recognised trade unions – teaching and non-teaching regional trade union officers  
Education Achievement Service (EAS)

**8. BACKGROUND PAPERS:**

Capability of Head-teachers – guidance for schools (WG guidance document No: 153/2014)  
Capability of school teaching staff – guidance for schools (WG guidance document No: 111/2013)

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