**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

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| **NAME****ADDRESS1****ADDRESS2****ADDRESS3****POST CODE** | **Date: DATE****Ref No:** **Direct Line: Number****Email:****Contact: NAME** |
|  |  |

Dear **[name]**

**Informal Capability Final Review Meeting**

I write to confirm the outcome of the Informal Final Review Meeting that was held on **[date]** in **[location].** The meeting was held in accordance with NHS Greater Glasgow and Clyde’s Employee Capability Policy and Procedure. The following individuals were present at the meeting [**details**].

At the meeting we discussed the following issues:

**[include:**

* **The objective review of the employee’s progress against the Supported Improvement Plan.**
* **Feedback from the employee in terms of their progress and also examples/evidence of those improvements.**
* **Discussion and a decision on the next step to be taken.]**

The purpose of this letter is to advise you of the outcome of the informal review and discuss the appropriate next stage of the process.

[**Either**: After consideration of the written evidence and discussion I concluded that you have not made satisfactory progress in the following areas **[summary of capability issues and examples/ evidence of areas not satisfactorily achieved].**

**(a)** We agreed revised performance targets and a revised action plan (enclosed). I will monitor your progress towards meeting these targets over the next **[timescale]** and will provide the support as outlined in the action plan to facilitate your improvement. Therefore, your period of informal capability has been extended to further support you. I must advise that if the required improvements and performance targets are not achieved during the extension, in accordance with the Board’s Employee Capability Policy and Procedure, it will be necessary to progress to Formal Stage 1 of the Capability procedure.

**Or**

**(b)** Given this, I have taken the decision to refer the matter to the Formal Stage 1 of NHS Greater Glasgow and Clyde’s Employee Capability Policy and Procedure. A letter will be sent to you separately with details of an invite to a Formal Stage 1 Capability Meeting.

**OR:**

After consideration of the written evidence and discussion I am pleased to conclude that you have made satisfactory progress in respect of the standard of performance which is required of you in your role and no further action in accordance with NHS Greater Glasgow and Clyde’s Employee Capability Policy and Procedure is required, provided that your performance is maintained. We agreed a revised action plan (enclosed), and I will continue to monitor your performance at regular meetings over the next **[timescale]**.

Can you please review the content of this letter and sign and return a copy to me if you are in agreement that the letter accurately reflects the content of the meeting. If you feel there are any inaccuracies, then please advise me of these in writing within 5 working days of receiving this letter. If you fail to return a signed copy of this letter or advise me of any inaccuracies within 5 working days, it will be assumed that you accept the document as an accurate account of the meeting.

In the meantime, if you have any queries please do not hesitate to contact me on **[phone number]**.

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**

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**Acknowledgement Form**

I, **[employee name]**, confirm that I have received the letter dated **[date]** and understand all of the contents of this letter. I also agree that the letter details an accurate reflection of what was discussed at the meeting.

Signed:…………………………………………………………….. Date………………………..

**Please sign and return one copy of this letter to me within 5 working days. A copy will be placed in your personal file**