**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]**

**Invite to Formal Stage 1 Capability Meeting**

I write to invite you to attend a Formal Stage 1 Capability Meeting in accordance with NHS Greater Glasgow and Clyde’s Employee Capability Policy and Procedure.The arrangements for this meeting are as follows:

**Date: [date]**

**Time: [time]**

**Location: [location]**

This meeting will be conducted in line with NHS Greater Glasgow and Clyde’s Employee Capability Policy and Procedure, and will be chaired by [**myself/name**]. [**I/name**] will be supported at this meeting by **[HR name]**, **[HR job title]**.

As the capability review meeting is a formal meeting, you are entitled to be accompanied by a recognised accredited Trade Union / Staff Association representative, or fellow colleague, if you would find that helpful. If you would like to be accompanied by someone other than a Trade Union / Staff Association representative or fellow colleague, please contact me to discuss that. It is your responsibility to arrange your representation, but if you require any advice about how to do this, please contact **[HR name, HR post title and contact details]**.

The purpose of the meeting is to discuss the capability issue(s) which we have been focussing on informally over the course of **[timescale]*.***

The main areas that I wish to discuss with you at the Formal Stage 1 Capability Meeting are as follows:

**[Clear details of continuing capability issues]**

A decision has been taken to progress to Formal Stage 1 of the Capability procedure, as your performance has not improved to a satisfactory standard, despite the provision of informal support and guidance. I enclose the notes and action plan that were discussed and monitored with you during the informal stage.

I must advise that if the required improvements and performance targets are not achieved by the Final Review Meeting, in accordance with the Board’s Employee Capability Policy and Procedure, it may be necessary to progress to Formal Stage 2 of the Capability procedure.

Please contact **[meeting chair/ PA]** by **[date]** to confirm that you will attend the Formal Stage 1 Capability meeting and confirm if you will be accompanied. If for any reason either you or your representative/companion is unable to attend at the specified time you must ensure you give me adequate notice of this, so that the meeting may be rearranged to a mutually suitable time.

**[If applicable:** A management referral has been made to Occupational Health Service for you. **OR** You may also wish to access support from our Occupational Health Service while this process is underway. If so, the telephone number is **[phone number].**

I must advise that if the required improvement is not achieved, in accordance with the Board’s Employee Capability Policy and Procedure, it may be necessary to progress to Formal Stage 2 of the Capability procedure following Formal Stage 1 Capability review meetings.

If you require a further copy of the Board’s Employee Capability Policy and Procedure then this can be accessed via **[link to HR Connect]**.

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]**