

MANAGEMENT STATEMENT OF CASE

**IN LINE WITH THE CAPABILITY POLICY**

MANAGEMENT CAPABILITY DETAILS

FOR FINAL REVIEW MEETING

|  |  |
| --- | --- |
| **EMPLOYEE:**  |  |
|  |  |
|  |  |
| **PANEL MEMBERS:** |  |
|  |  |
|  |  |
| **MANAGEMENT:** |  |
|  |  |
|  |  |
| **DATE/TIME OF PANEL:** |  |
|  |  |
| **VENUE:** |  |
|  |  |
|  |  |
| **REPORT CREATED BY:** |  |
|  |  |
|  |  |
| **DATE CREATED:** |  |

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**Name Abbreviation List**

*(use if case has involved a large number of people and you think it would be beneficial for the panel to have a quick overview of each employee’s initials, to help them when reading the MSOC e.g. WB – Wendy Baker – Head of Service Improvement)*

|  |  |  |
| --- | --- | --- |
| **Abbreviation** | **Name** | **Job Title** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**1.** **Introduction**

|  |  |
| --- | --- |
|  |  |
| Name:  |  |
| Job title: |  |
| Start Date in NHSBT: |  |
| Start date in current post: |  |
| Directorate: |  |
| Department: |  |
| Location: |  |
| Hours of work: |  |
| Band: |  |
| Assignment Number: |  |

**2. Summary of Case**

**2.1 Background**

*[Insert any background information relevant to the case e.g. any or all of the following;*

* *How long has the employee had a capability issue*
* *How the issues were identified*
* *Overview of timeline of what has happened to date to address capability issues*
* *Overview of discussions that have taken place*
* *Duties where not achieving and what the expected standards are for these*
* *Impact of capability issues on the department and/or customer/patients]*

#### 2.2 Initial Discussions

*[Insert details of;*

* *Performance areas identified as not achieving*
* *Process followed on how issues were identified up to Formal Stage and managed*
* *Overview of any discussions that have taken place around the initial considerations as outline on page 1 of the NHSBT’s Capability policy and confirmation all relevant considerations have been covered*
* *What support was agreed*
* *What timescales were provided to allow the employee to achieve standards]*

**2.3 Formal Review**

*[Summary of process followed to date;*

* *Date of formal review meeting – overview of discussions and action plan agreed*
* *Summary of Action plan put in place including support offered and when the support took place e.g. if training when was this held, if shadowing when did this happen*
* *What information was used to assess performance*
* *Confirmation of when ongoing feedback was given during monitoring period, and what the feedback was*
* *Overview of discussions during formal mid review meeting*
* *Summary of discussions at end of formal review meeting*
* *Any issues or mitigating circumstances put forward by your employee and what you both did to try and alleviate them*
* *Any issues with the support agreed as part of the action plan not being completed and reasons for this*
* *Timescales of process]*

*Example of timeline table below:*

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity/Comments** | **Appendix Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2.4 Performance standards**

*[Insert details of;*

* *Areas standards of performance still not being met*
* *How these have been monitored and lack of improvement identified with specific examples relating to each of the identified issues e.g. through discussions with other colleagues, computer reports showing performance, feedback from trainers, feedback from person your employee has shadowed etc*
* *The Implications/effect of poor performance for othersf/NHSBT etc.]*

**3. Summary/Conclusion**

*[Conclude;*

* *What conclusions you have made in relation to the case*
* *Overview of case e.g. when it started, how long it has taken, confirmation capability processes have been followed and issues with ongoing impact on department*
* *Reason moving to Final Review meeting]*

### **4. Appendices**

*[Include* ***where relevant*** *any of the following (Note. This is not an exhaustive list you may have other appendices to include but you need to ensure they are relevant to the capability process you followed)*

* *Job description (all or relevant part of document)*
* *Person specification (all or relevant part of document)*
* *Any evidence of required performance standards e.g. SOP’s (all or relevant part of document)*
* *Action plan/s*
* *Notes/Letters relating to capability policy followed*
* *Any Evidence of poor performance related to the examples give e.g. emails, feedback, work produced by employee etc*
* *Training details (relevant to any training taken which relates to areas where performance is not being met)*
* *Mandatory training details (relevant to any training taken which relates to areas where performance is not being met)*
* *PDPR dates of completion*

*If it is easier/preferred the list of appendices can be entered into a table, example below;*

|  |  |  |  |
| --- | --- | --- | --- |
| **Appendix Number** | **Appendix Title** | **Type of Document** | **Date of Document** |
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