

<b>Policy Name: Capability of Staff (GHES)</b>	
Last updated:	November 2025
Date of next review:	November 2026
Member of staff responsible for the policy:	Beth Warren
Dissemination of the policy:	Management Committee, staff, website

Gloucestershire Hospital Education Service is a registered PRU (Pupil Referral Unit) as well as being part of Gloucestershire County Council (GCC). Due to this all staff are centrally employed staff and therefore the GCC policies for capability apply.

The appropriate GCC capability policies which GHES management committee has formally adopted as the GHES capability suite of policies are as follows:

**For all GHES TEACHERS (GCC unattached teachers)**

**1a Capability** – GCC policy (October 2018)

**1b Capability** – GCC Management Guidance Note (September 2012)

- **Informal Performance Improvement Plan PIP** – GHES (September 2020)

The above documents apply to GHES teachers (unattached teachers). They form part of the GCC & Schools Employment Handbook and **can be found in the Performance Management section on Staffnet and Schoolsnet**. The informal PIP used at GHES in the first stage to support staff with their performance can be found in GHES\_General > Policies.

**For all other GHES staff (administrators and support workers)**

**All staff working for GHES who are not teachers are GCC green book employees the following policies and documentation applies:**

**1c Performance Management Capability procedure** – GCC policy which is part of the GCC Employment Handbook and can be found in the 'Performance Management' section of staffnet. (August 2022)

**1d Management Capability – Management Guidance Note** (September 2012)

- **Informal Performance Improvement Plan** – GHES (September 2020)

Both of the above documents form part of the GCC Employment Handbook and **can be found in the Performance Development Section of Staffnet**. The informal PIP used at GHES in the first stage to support staff with their performance can be found in GHES\_General > Policies.

Reviewed Nov 2021 – no changes made (BW)

Reviewed Nov 2022 – added reference to GHES PIP (BW)

Reviewed Nov 23, Nov 24, Nov 25 – no changes (BW)

