

The difference between capability, grievance and discipline

Capability:

Capability is defined in the Employment Rights Act 1996 as the skill, aptitude, health or any other physical or mental quality necessary to perform effectively in a particular role. It also includes relevant qualifications meaning any degree, diploma, or other academic, technical or professional qualification. The main objective of the capability procedure is to help office holders, whose **performance** falls below an acceptable minimum standard, to improve in a fair and just way. The capability procedure can only lead to dismissal after all other avenues have been explored.

Grievance:

Office holders have the right to seek redress if they have concerns about their office that cannot be resolved during the normal course of their duties. The grievance procedure is intended to provide a means of addressing such concerns but can only be used for areas of the office over which the Bishop or Archdeacons can seek some form of redress, such as issues associated with other licensed ministers and diocesan staff.

Discipline:

For a matter to be classified as a discipline issue it has to be a serious breach of the standards of **conduct** expected from Office holders. The Clergy discipline measure is in place to deal with such matters.