



REPORT of DIRECTOR OF RESOURCES

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
25 JULY 2017**

HUMAN RESOURCES POLICY AND PROCEDURE

1. PURPOSE OF THE REPORT

- 1.1 To agree changes to the Council's human resources policy 'Probation Policy and Procedure' as amended June 2017 for approval.

2. RECOMMENDATIONS

To the Council

That the Probation Policy and Procedure (**APPENDIX 1**) is agreed.

3. SUMMARY OF KEY ISSUES

- 3.1 It is a requirement of the Committee rules that all policies and procedures are put before the Finance and Corporate Services Committee.
- 3.2 At **APPENDIX 1** to the report, is a copy of the Probation Policy and Procedure for consideration and recommendation to the Council.
- 3.3 Some of the changes have been made to correctly reflect other policy changes such as; the right to appeal has been deleted as per the approved Appeals Policy and Procedure which does not apply during the Probation Period. Further, the notice period given during the probation period incorrectly stated one weeks' notice and has now been altered to reflect the current Terms and Conditions of Employment as one months' notice.
- 3.4 Further changes have been made to reflect the Council's new Performance Management Framework. Incorporated into the Probation Policy and Procedure a new section has been introduced to facilitate existing employees that move internally to another role within the Council but that fall outside of the six month window of probation. In this instance, managers are able to review their performance using the Performance Management Framework. This has previously not been incorporated into the policy but has been in practice for some months and is working successfully to record individual's progress.
- 3.5 Lastly, the policy has previously been silent on sickness absence during probation. Probationers fall outside of the Attendance Management Policy and Procedure and

therefore the Council has not had a clear message on the impact of absence during an employee's probationary period. The policy now incorporates elements of the Attendance Management Policy and Procedure providing for clear guidance.

- 3.6 Agreement to these changes has been reached in consultation with the recognised Union, UNISON.

4. CONCLUSION

- 4.1 All policies and procedures are statutory obligations to the Council and therefore need to be approved and or noted by the Committee as relevant.

5. IMPACT ON CORPORATE GOALS

- 5.1 By ensuring the human resources policies and procedures are fit for purpose promotes and supports the Council's corporate goal to deliver good quality, cost effective and valued services.

6. IMPLICATIONS

- (i) **Impact on Customers** – The Council's internal customers are its employees and as such, it has a legal obligation to uphold by doing what is statutorily required in terms of employment law. This policy update meets with this obligation.
- (ii) **Impact on Equalities** – All policies and procedures produced have an Equality Impact Assessment completed to ensure they do not greatly affect one or other employee.
- (iii) **Impact on Risk** – Without the continuous development and update of these policies and procedures, the Council is at substantial risk of an employment claim from any given employee.
- (iv) **Impact on Resources (financial)** – Any costs to the Council are statutory and must be met.
- (v) **Impact on Resources (human)** – Human Resources officers must remain up to date with employment legislation and therefore attendance at legal updates is essential. This cost is met by the Council.
- (vi) **Impact on the Environment** – Ensuring the Council's obligations are met, impacts on the corporate branding for the Council.

Background Papers: Internal Policies and Procedures available via the Intranet to all employees and Councillors / Equality Impact Assessments.

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