

# WILTSHIRE COUNCIL

## Staffing Policy Committee

8 May 2019

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### **ASYE – Assessed and Supported Year of Employment policy and procedure**

#### **Purpose**

1. The purpose of this report is for Staffing Policy Committee to consider the proposed changes to the ASYE (Assessed and Supported Year of Employment policy and procedure) policy. The ASYE policy has been updated and revised to change the way the council deals with performance issues for trainee social workers so that should action need to be taken the probationary policy is used rather than the SOSR (some other substantial reason) procedure.

#### **Background**

2. The ASYE procedure is a 12-month programme that newly qualified social workers (NQSWs) need to successfully complete in order to practise as qualified social workers. It is designed to enable NQSWs develop their professional competence and confidence alongside their skills, knowledge and capability and to make the transition from formal study to practise.
3. The current ASYE policy uses the SOSR (some other substantial reason) procedure should there be performance issues with a NQSW but after discussions with the legal team and HR operations team, it was felt that using SOSR was not appropriate as the ASYE is a probationary programme and the policy should reflect this.

#### **Main considerations**

4. The ASYE programme has formal assessments and reviews based on the professional capabilities framework (PCF) developed by the college of social workers, which outlines the skills, knowledge and capabilities newly qualified social workers are expected to attain. In addition to the required ASYE formal reviews and assessments regular one to ones and reviews take place with the NQSW and their assessor and line manager.
5. The council's standard probationary policy also requires reviews to take place to enable early interventions should issues be identified so that appropriate action and support can be put in place. By clearly making the ASYE programme a probationary policy it would mean that NQSWs are treated similarly as other new employees to the council who have to successfully complete the council's standard probationary policy.

6. As with the council's standard probationary policy the ASYE policy explains that if issues with conduct or performance are identified appropriate support and adjustments will be made to encourage the NQSW to improve.
7. The revised ASYE policy also makes it clear that if the NQSW has continuous local authority service and has already completed a probationary period satisfactorily they will not be subject to another probationary period but they would still need to successfully complete the ASYE programme. In this situation if any problems with performance or conduct are encountered one of the council's conduct policies would need to be followed i.e. disciplinary or improving work performance. This would be in line with other employees who join us with previous local authority service and who have already successfully completed a probationary period.
8. The revisions to the policy were agreed with the trade unions at JCC on 27 March 2019.

### **Environmental Impact of the proposal**

9. There is no environmental impact arising from this policy.

### **Equalities impact of the proposal**

10. The policy will be equality impact assessed at a forthcoming EIA panel.

### **Risk Assessment**

11. None

### **Financial Implications of the proposal**

12. There are no financial impacts arising from revising this policy.

### **Recommendations**

13. It is recommended that Staffing Policy Committee note the contents of the report and agree the revisions to the policy and procedure.

**Joanne Pitt**  
**Director HR&OD**

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