

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

20 July 2011

Probationary Periods Policy and Procedure

Purpose of Report

1. The purpose of this report is to present the new Probationary Periods Policy and Procedure.

Background

2. The policy has been updated in line with the Equality Act 2010.
3. There is a new Probationary Period Assessment Template.

Main Considerations for the Council

4. Probationary periods have no legal status but most organisations will confirm a probationary period to new employees in order to give both parties the chance to review if the role is the right one for the employee as well as enabling an Induction Plan to be implemented.
5. Employees who are dismissed during the probationary period are on a week's notice until they have successfully passed their probationary period.
6. The Probationary Periods Assessment Form has been updated in line with the Equality Act 2010 and with Legal input.
7. The policy is in the new HR policy format and language.

Consultation

8. This policy was approved by JCC on 30 June 2011 following consultation with HR, union representatives and other key stakeholders.

Environmental Impact of the Proposal

9. None

Equalities Impact of the Proposal

10. No negative impacts have been identified.

Risk Assessment

11. None

Options Considered

12. None

Recommendation

13. That Staffing Policy Committee agree this updated policy.

**Barry Pirie
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The following unpublished documents have been relied on in the preparation of this Report: None