

**Report of the HR Manager**

**PROBATION POLICY**

1. Purpose of report

To consider amendments to the Probation Policy.

2. Detail

Onus has been put on the employee to ensure that they are actively seeking to fulfil their substantive duties by undertaking any training opportunities offered to them.

Similarly to the Capability Policy, dealing with probation issues promptly has been emphasised.

Probation periods also apply to established members of staff who have been promoted, redeployed or redesignated to a new position under a restructure. Where issues arise during the probation period for those employees, the Council's Capability Policy should be used.

Any employee undertaking a trial period as part of a redeployment process will have the length of the trial deducted from their six month probation if successfully redeployed.

The Probation process itself has not been altered.

A copy of the revised Probation Policy is circulated separately with this agenda.

**Recommendation**

**The Local Joint Consultative Committee is asked to RECOMMEND to the Policy and Performance Committee amendments to the Probation Policy to the Conditions of Service for employees.**

Background papers

Nil