

Report of the Portfolio Holder for Resources and Personnel Policy**Probation Policy**1. Purpose of Report

To amend and update the Probation Policy for all employees.

2. Recommendation

The Committee is asked to RECOMMEND to Cabinet that the Policy be approved.

3. Detail

The Probation Policy was last reviewed in 2018, and requires updating. Since the introduction of Apprentices under the Government's Apprenticeship Legislation, the policy has required some clarification on the management of Apprentices probation periods. Previously, Apprentices were not included under the Council's Probation Policy, resulting in some potential confusion on appropriate management when performance was not satisfactory or when additional support is required. The proposed changes to the policy make clear this process. In addition, the policy has been reviewed and key points have been clarified, such as probation periods for employees moving from fixed term contracts to permanent, and the process/timescales for Probation Hearings have been clarified in line with other Council procedures where dismissal is a potential outcome.

The policy is provided at **Appendix 1** with a change table included at **Appendix 2**.

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

The comments from the Head of Finance Services were as follows:

There are no additional financial implications for the Council with any costs being contained within existing budgets. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

7. Legal Implications

The comments from the Monitoring Officer / Head of Legal Services were as follows:

There are no specific legal implications arising out of this report.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

The HR Manager welcomes and supports clarification of the policy ensuring that Managers have clear guidance on the management of Apprentices under the Council's Probation Policy.

9. Union Comments

Trade Union comments were considered at LJCC.

10. Climate Change Implications

Not applicable.

11. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

12. Equality Impact Assessment

An equality impact assessment is included in **Appendix 3** to this report.

13. Background Papers

Nil.