Herefordshire CCG
Probationary Period Policy
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<thead>
<tr>
<th><strong>Subject and version number of document</strong></th>
<th>Herefordshire CCG Probationary Period Policy See version history below</th>
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<tbody>
<tr>
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<tr>
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<td>Human Resources</td>
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<tr>
<td><strong>Author</strong></td>
<td>Helen Hancock, Senior Corporate Development Manager</td>
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<tr>
<td><strong>CCG policy owner</strong></td>
<td>Mike Emery, Director of Corporate Development</td>
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<td><strong>Impact assessments required</strong></td>
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<td>August 2013</td>
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<tr>
<td><strong>For action by</strong></td>
<td>All Staff</td>
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<tr>
<td><strong>Policy statement</strong></td>
<td>The policy sets out the criteria, the process and the format for all other policies implemented by HCCG.</td>
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<tr>
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<td>Line managers</td>
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<td>Policy is only of relevance internally to the CCG. Staff to be advised on the new policy via the internal CCG newsletter. Policy published on CCG website.</td>
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<tr>
<td><strong>Training implications</strong></td>
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<tr>
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<td>There are no resource implications arising from the implementation of this policy.</td>
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<td><strong>Further details and additional copies available from</strong></td>
<td>Website: <a href="https://www.herefordshireccg.nhs.uk/library/policies">https://www.herefordshireccg.nhs.uk/library/policies</a> Internal Network: [Q:\CCG\HCCG\1. CCG Policies\2. Live Policies](Q:\CCG\HCCG\1. CCG Policies\2. Live Policies)</td>
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## Version History

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<th>Version</th>
<th>Date Issued</th>
<th>Brief Summary of Change</th>
<th>Author/Contributors</th>
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<tr>
<td>V1.0</td>
<td>August 2013</td>
<td>New Policy</td>
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## Document Sign Off

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<td>20/08/2013</td>
<td>Approved by Committee as delegated authorisation form Governing Body</td>
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1.0 PURPOSE

1.1 This document describes the approach of the Herefordshire Clinical Commissioning Group (CCG) to the use of probationary periods.

1.2 The purpose of a probationary period, together with other measures such as induction, is to provide a consistent means by which new employees can be supported to become effective as quickly as possible and to enable a manager to objectively assess the capability, attitude and potential of the new employee. Should the required standards of the CCG not be met during the probationary period, employment may either be terminated or exceptionally extended.

2.0 SCOPE OF PROCEDURE

2.1 This procedure will apply to all new employees of the CCG.

2.2 Existing CCG staff and existing fixed term contracts will not be subject to a probationary period nor will individuals who join the CCG due to the application of the Transfer of Undertakings Protection of Employment (TUPE) regulations.

3.0 DEFINITION

3.1 A probationary period is normally a six month period during which the performance, conduct and attendance of the employee will be assessed by a manager against the particular requirements of the role, the CCG’s values and behaviours and expected levels of attendance and punctuality.

3.2 During the probationary period the employee’s performance, conduct and attendance will be reviewed by the manager at four weeks, ten weeks, sixteen weeks, twenty weeks and at twenty six weeks and recorded within standard documentation (Appendix 1).

3.3 Where necessary, additional support and development opportunities will be provided by the manager.

3.4 A decision about whether the probationary period has been successful will normally be made at twenty six weeks however, should there be significant concerns highlighted at earlier review stages, and there is no evidence of the required improvement being made, a decision to dismiss or to extend the probationary period may be taken by the appropriate manager sooner than at twenty six weeks.
4.0 ASSOCIATED POLICIES

4.1 This procedure must be read in conjunction with the following Herefordshire CCG policies, procedures and statements:

- Recruitment and Selection
- Disciplinary
- Appraisal
- Sickness absence management procedure

5.0 ROLES AND RESPONSIBILITIES

5.1 The Manager

5.1.1 To agree probationary review induction dates with the employee and to ensure that these reviews are undertaken and the probationary assessment forms are completed.

5.1.2 To create and implement an induction plan for the employee including regular supervision arrangements.

5.1.3 To establish clear objectives for the employee and to ensure that training and development opportunities are identified, planned and undertaken by the new recruit.

5.1.4 To make recommendations to the Head of Service should a manager below this level believe that an employee’s contract of employment ought to be terminated during or at the conclusion of the probationary period.

5.1.5 To ensure that copies of all related correspondence and records are kept and are accessible.

5.1.6 Where necessary, to carry out a workplace assessment and ensure that any reasonable adjustments required at work are implemented in a timely manner.

5.1.7 To seek advice from an HR Manager should the employee not be performing to the required standard at any stage.

5.1.8 At Head of Service level or above, to decide whether the employee has met the required level of performance, conduct and attendance to satisfactorily complete the probationary period.

5.2 The Employee

5.2.1 To perform to the best of their ability at all times.

5.2.2 To undertake any agreed induction, training and development activities and to implement learning from these activities.

5.2.3 To raise training and development needs with the manager as early as possible.

5.2.4 To identify whether they have a protected characteristic and whether additional support, training, equipment or adjustments are required.

5.3 The HR Manager and Workforce Team

5.3.1 To provide guidance and advice to managers and probationers about implementation of this policy and procedure.
5.4 Occupational Health Service
5.4.1 To provide advice and guidance to managers about the outcome of any pre-employment health questionnaire and where reasonable adjustments are identified.

6.0 CONTRACT OF EMPLOYMENT AND RELATED POLICIES AND PROCEDURES
6.1 During the probationary period the employee will be employed on a contract of employment and subject to the same range of CCG policies and procedures as their colleagues, including all relevant operational policies and procedures.

6.2 Following successful completion of the probationary period, the employee will also be covered by the Appraisal Policy.

7.0 RECORD KEEPING
7.1 It is important that a written/electronic record is kept by the manager of the outcome of every stage of the probationary assessment process and that this record can be accessed by the employee and HR.

7.2 Records will include the Probationary Period Assessment Form (Appendix 1) and copies of any letters sent to the employee by the manager concerning a need for improvement, an extension of the probationary period and the outcome of the probationary period review process.

8.0 RIGHT TO REPRESENTATION
8.1 An employee is entitled to be accompanied at a probationary period review meeting should they wish to be. The employee may be accompanied by a trade union representative or a CCG colleague.

8.2 A minimum of five calendar days’ notice of each review meeting will be provided by the manager who will take into account the right of the employee to representation when making the meeting arrangements.

8.3 It is the responsibility of the employee to arrange for their representative to attend as review meetings may go ahead with or without a representative being present given the importance of adhering to the timetable laid down in this policy/procedure. Only in exceptional circumstances will deviations from the timetable be permitted.
9.0 EXTENSION TO PROBATIONARY PERIODS

9.1 A probationary period should only be extended in exceptional circumstances.

9.2 These may be when the performance of the employee has not been satisfactory but further time is regarded as being necessary due to a lack of support or the timing of sickness absence means that an assessment cannot be fairly carried out within the normal timescale.

9.3 Any extension to the probationary period can only be for a short period of time i.e. a maximum of eight weeks. The manager and the employee must both agree to an extension.

10.0 OUTCOME OF PROBATIONARY PERIOD

10.1 Upon completion of the probationary review meetings, including any extension to the probationary period, the manager will either decide that the employee is to take up their post on a substantive basis or recommend that they be dismissed.

10.2 This decision/recommendation, with reasons, will be recorded in a letter to the employee to be written and a copy retained by the manager.

10.3 Where there is a recommendation that the employee be dismissed this will be subject of a written report by the manager which will be considered at a meeting with the appropriate Head of Service and the employee, at which a decision will be made. The employee is entitled to be accompanied as stated in section 8 of this policy/procedure.

11.0 RIGHT OF APPEAL

11.1 An employee has a right to appeal against a decision made to terminate their employment during, or at the conclusion of, their probationary period.

11.2 The appeal process to be followed is laid down in the Disciplinary Policy.
Appendix 1

Probation Period Assessment Form

See attached (separate) document.
Appendix 2

Equality Analysis Initial Assessment

Title of the change proposal or policy:

Probation Period

Brief description of the proposal:

To ensure that the policy meets the needs of a small employer, is legally compliant, complies with Agenda for Change and takes account of best practice

Name(s) and role(s) of staff completing this assessment:

Helen Hancock, Head of OD and Corporate Programmes

Date of assessment: 26th June 2017

Please answer the following questions in relation to the proposed change:

Will it affect employees, customers, and/or the public? Please state which.

Yes, it will affect all CCG employees and members of the public applying for a position

Is it a major change affecting how a service or policy is delivered or accessed?

No

Will it have an effect on how other organisations operate in terms of equality?

No

If you conclude that there will not be a detrimental impact on any equality group, caused by the proposed change, please state how you have reached that conclusion:

From an assessment of this policy and consideration of employees with protected characteristics under the Equality Act 2010 there is no anticipated detrimental impact on any equality group. The policy makes all reasonable provision to ensure equity of access for all staff and for those wishing to apply for positions within the CCG. There are no statements or conditions within this policy or requirements of this policy that disadvantage any particular group of people with a protected characteristic.