

Stafford & Surrounds Clinical Commissioning Group

PROBATION PERIOD REVIEW POLICY

Agreed at Governing Body

Date: 28th July 2015

Signature: 

Designation: Chair Stafford & Surrounds CCG

REVIEW DATE: July 2018

STAFFORD & SURROUNDS CLINICAL COMMISSIONING GROUP

Probation Period Review Policy v1.0

Policy Folder & Policy Number	Policies for Consultation - 6
Version:	1
Ratified by:	
Date ratified:	
Name of originator/author:	Stafford & Surrounds CCG
Name of responsible committee/individual:	Stafford & Surrounds Chairman
Date issued:	
Review date:	
Date of first issue:	
Target audience:	All CCG Employees

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1.0 PURPOSE

- 1.1 This document describes the approach of the 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 but will not apply to those engaged on fixed term contracts of six months or less.
- 2.2 Existing CCG staff who take up new posts within the CCG 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 regulations.

3.0 DEFINITION

- 3.1 A probationary period is normally a six months 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 recoded 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 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 their manager should they 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.

5.2 **The Employee**

- 5.2.1 To perform to the best of their ability.
- 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 CCG accredited staff representative, a colleague or a friend not acting in a legal capacity.
- 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 will go ahead with or without a representative being present given the importance of adhering to the timetable laid down in this policy/procedure.

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 resulting in an inability to conduct reviews.
- 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 and on the personal file.
- 10.3 Where there is a recommendation that the employee be dismissed this will be subject to a written report by the manager which will be considered at a meeting with the Accountable Officer and the employee, at which a decision will be made. The employee is entitled to be accompanied at this meeting 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
Probationary Period Assessment Form

Name of employee	
CCG	
Start Date in post	
Date of Meeting	
Week: 4, 10, 16, 20, 26, other	
<p>Areas for Review: <i>This may include attendance, time-keeping, conduct, capability, commitment and feedback from colleagues and clients</i></p>	
<p>Improvement Required: <i>Please detail expected standards and any improvement required</i></p>	
<p>Training and Development/Support: <i>Please note any training, development or support needs identified and actions put into place</i></p>	
<p>Monitoring: <i>Please detail how progress will be monitored</i></p>	
<p>Signed (Manager undertaking review)</p>	
<p>Signed (Employee)</p>	

*Where issues have been raised which could have implications for continuation of the employee's contract, advice should be sought from the HR department
A copy of this form should be kept on the employee's file.*