



Appendix B

Draft Probation Guide 2017

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1. Introduction

- 1.1 This guide replaces all previous documentation or local arrangements related to the Council's probation procedure.

2. Scope

- 2.1 This guide applies to all new apprentices and employees regardless of their employment status.
- 2.2 New employees are subject to satisfactory completion of a six-month probationary period.

3. Newly Qualified Social Workers or Qualified Practitioners

- 3.1 Employees engaged under the Assessed and Supported Year in Employment (ASYE) scheme are not subject to the Council's six-month probationary scheme. These employees are subject to an extended probation of 12 months.
- 3.2 Newly Qualified Social Workers or Qualified Practitioners will only pass their probation on successful completion of the ASYE process.

4. Equality and inclusion

- 4.1 An employee who has declared a disability will have his/her performance monitored using the same procedure for all staff, however, based on occupational health advice a line manager will consider the reasonable adjustments required during the probationary period that will support the individual and have the effect of removing an obstacle to employment as a result of the individual's disability.
- 4.2 Where it becomes apparent during the probationary period that an employee's sickness absence is due to his/her disability, the line manager will consider making reasonable adjustments.

5. Probationary review meetings

- 5.1 Holding regular meetings with the employee can assist a line manager to appraise progress. In particular, regular meetings can be used to address any areas of performance, conduct or attendance that are not to standard or expectations required by the Council of the employee.
- 5.2 Probationary review meetings should include checking that the employee fully understands the requirements of the job, constructive feedback to highlight achievements and any areas (with examples) where improvement is required.
- 5.3 Unless it has been agreed to extend the probation period or the line manager is considering dismissal, the employment will be confirmed at the end of the probation.

- 5.4 Where there are concerns regarding, for example, performance, conduct, timekeeping, sickness absence or attendance, the line manager should:
- a) Discuss the areas of performance that need improvement and explain the standards required;
 - b) Devise an improvement plan that sets objectives, targets and identify any additional support, training or guidance needed;
 - c) Advise the employee that failure to meet the required standards may result dismissal that will end the individual's contract with the Council.
- 5.5 It is good practice to keep a record of each meeting. The Probation/Support & Development Review Record form attached to this guide can be used, however, whatever format is used to record the meetings a copy be given to the employee.

6. My Conversation mapping

- 6.1 During a probation period an individual will not have My Conversation Map meeting(s), however, line managers may decide to supplement the Probation Review Meetings by using the My Conversation discussions form to assist in having open and constructive conversations about the individual's performance, and identifying their future career aspirations.
- 6.2 On successfully passing their probation, an employee should have at least one 'My Conversation Map' meeting every 6 months with their line manager. The Map meeting is a visual way to help explore and evaluate an employee's strengths and aspirations.

7. Confirming the appointment

- 7.1 Unless it has been agreed to extend the probation period or the line manager is considering dismissal, employees who successfully pass their probation shall be confirmed in employment in writing.

8. Extending a probationary period

- 8.1 Where the employee has not been progressing as expected during the probationary meeting, it may be appropriate to agree an extension of the probation period where the manager has evidence to suggest that performance is likely to improve within an extended probation period.
- 8.2 It may also be appropriate to extend the probationary period where it has not been possible to fully assess performance due to the employee being absent for a substantial part of their probation period, for example, due to sickness or authorised absence.
- 8.3 Extension will be up to a maximum of 3 months. In exceptional cases and where this is a practical proposition, consideration may be given to alternative work within the service, which may be at a lower grade.

9. Dismissal during probation

9.1 Formal meeting

- 9.1.1 Where dismissal is a likely outcome, in consultation with Shared Services the line manager must set up a formal meeting with the employee, giving the employee normally 2 working days' notice.
- 9.1.2 The notification should explain the purpose of the meeting and the right to be represented. Such a meeting should normally be held no later than the fourth month of the probation period.

9.2 Final meeting

- 9.2.1 Where the employee continues to fall below the required standard and extension to the probationary period is not appropriate or proposed; appropriate alternative work cannot be identified; or, the case is one of gross misconduct/gross incapability the line manager, in consultation with Shared Services, will set up a final meeting, giving the employee 5 working days' notice.
- 9.2.2 The written notification will give information on date, time and place of meeting, the name and designation of the manager who will be hearing the case and the right to be represented.
- 9.2.3 Where a decision is taken to dismiss, the line manager will advise the employee that the decision is on the grounds of failing the probation period and advise of the right of appeal. The individual will receive written confirmation of the outcome of the hearing normally within 3 working days. The appropriate notice may be paid in lieu rather than worked.

10. Appealing against a dismissal

- 10.1 If the employee wishes to appeal, the notification of an appeal must be lodged with the line manager and Shared Services within 3 working days of the original decision to dismiss. The notification must state the reasons/grounds for the appeal.
- 10.2 The individual will be invited to attend a hearing to appeal against the decision. The employee has the right to be represented at the hearing by a Trade Union representative or a work colleague. It is the responsibility of the employee to notify their representative/work colleague of the date and time of the meeting. In the event that the representative is unavailable the meeting may be postponed by up to five working days.
- 10.3 A manager more senior than the officer who agreed the recommendation to dismiss should attend the appeal hearing and the final decision will then be communicated to the individual.

11. Further Information

11.1 Further advice is available from SSC(HR) contactable on 0208 489 7000 or via the Haringey Intranet portal.

Completed by: Employing Manager
 Email to: Personnel Mailbox or
 upload to the SSC Portal



Appendix 1: Probation/Support & Development Review Record (Private & Confidential)

Name	
Position Title	
Position No.	
Business Unit / Section/ Team	
Line Manager's name	
Date Commenced	
Assessment Completion Date	

Probation Support & Development: Please tick relevant meeting number (✓)

Meeting No. 1 Meeting No.2 Meeting No. 3 Meeting No.4

Meeting No.	Date	Timescale	Distribution
1		To be held within 4 weeks of start date	Shared Service Centre - HR Employee Manager
2		To be held by week 10 of start date	Shared Service Centre - HR Employee Manager
3		To be held by week 14 of start date.	Shared Service Centre - HR Employee Manager

4		To be held by week 17 of start date	Shared Service Centre - HR Employee Manager
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This should be followed for probation and support & development covering a 6 month period.

A. Performance Review

Work Area	Satisfactory	Development & improvement required	Remarks (If development or improvement is required, provide details on steps needed to achieve this and the timescale).
Knowledge and understanding of duties of the post			
Quality/Accuracy of work			
Communication Skills			
Organisational Skills			
Ability to meet targets/deadlines			
Ability to work as part of a team			

Work Area	Satisfactory	Development & improvement required	Remarks (If development or improvement is required, provide details on steps needed to achieve this and the timescale).
Management/ Supervisory skills (if applicable)			
Other aspects (please specify)			

B. Conduct Review

Satisfactory Unsatisfactory Please tick one (✓)

Standards of Behaviour	Comments
Understanding of and compliance with Council's Code of Conduct and Disciplinary Rules	

C. Attendance Record

Satisfactory Unsatisfactory Please tick one (✓)

Type of issue	No. of days	No. of periods/times
Sickness		
Lateness		
Other absence (exc. Leave)		

Comments

D. Training/support/development provided

E. Areas requiring further comments/recommendations by Line Manager

F. Employee's comments

Signed by Line Manager Dated

Signed by employee Dated

Copy for:

Manager

Employee

Shared Service Centre - Human Resource for the employee's file.