



# FRAMPTON COTTERELL PARISH COUNCIL

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## Probationary Policy

### 1. INTRODUCTION

- 1.1 A probationary period enables both parties in a contract of employment to assess the suitability of an individual to the role and the Council, and to enable members of staff to be trained in the Council's working methods and procedures.
- 1.2 The purpose of a probationary period is to enable the organisation to assess the skills, conduct, capability, and attendance of an individual before deciding whether or not to confirm the appointment. The Council is committed to providing clarity of expectation, reasonable training and support needed for new employees to meet the required standards.

### 2. SCOPE

- 2.1 This policy applies to any employee who is taking up their first appointment with Frampton Cotterell Parish Council, whether it is a temporary or permanent contract, or following a break in service.
- 2.2 All new employees (including those from other authorities) to the Council are subject to the Probationary Policy.

### 3 PROBATIONARY POLICY & PROCEDURE

- 3.1 The probationary period is stated in the employee Statement of Terms and Conditions and is usually 6 months and a probationary report must be completed and discussed with the employee.
- 3.2 A formal Probationary Interview should be arranged where an issue has been identified and no improvement is apparent. The outcome must be confirmed in writing to the employee and if performance is unsatisfactory, an employee will be dismissed with notice as stated in the employees Statement of Terms and Conditions (unless in cases of gross misconduct).
- 3.3 When a formal Probationary Interview or Appeal is required, the Council should consider seeking HR advice (in consultation with the Staffing Committee as HR services are chargeable).

### 4 PROBATIONARY REPORT

- 4.1 Managers should hold regular 1:1 meetings with the new employee during the probationary period and throughout employment, to ensure purpose of the role and specific objectives are clear. Records of the meetings should be kept.
- 4.2 The Probationary Report must be completed and the manager should discuss this with the employee to allow the opportunity to comment on feedback and to improve their performance where identified.
- 4.3 An appointment can be confirmed at three months if performance is satisfactory at the discretion of the Staffing Committee.
- 4.4 An appointment can be terminated if performance is unsatisfactory and unlikely to improve, and sufficient time has been allowed for improvement, equally if the employee's behaviour or actions are significantly unacceptable.
- 4.5 Where no improvement is apparent during the probationary period, an employee will be dismissed with notice as stated in the employees Statement of Terms and Conditions.

## **5 PROBATIONARY INTERVIEW**

- 5.1 Where a need for improvement has been identified and discussed with the employee and no improvement is apparent, a formal Probationary Interview should be arranged by the manager as soon as reasonably possible (no later than the fifth month following the employee's start date).
- 5.2 The employee should be advised in writing of the interview giving a broad outline of the areas for improvement, to be discussed fully at the interview.
- 5.3 The line manager (or members of the Staffing Committee in the case of the Clerk) and employee will be present at the interview. Employees have the right to be accompanied at this interview if they wish by a colleague.

The line manager will chair the meeting, introducing all parties and explaining the format of the interview. They will present the background and the facts of the case to include:

- Employee details – date of commencement, post title, grade, location;
- Strengths and weaknesses identified;
- Role purpose and specific objectives;
- Induction, support and training provided & timescales;
- Guidance and assistance provided to overcome the weaknesses;
- Supervision and support provided including evidence e.g., reports from meetings;
- The line manager should be clear how performance is unsatisfactory and that unless there are mitigating circumstances, the employment will not be confirmed.

The employee is invited to make a response or put forward any mitigating circumstances. The employee and person accompanying them then leave the room.

The decision is made as to whether or not the employee's employment should be confirmed, or to extend the probation period. If the decision is made to dismiss, the line manager will consider if the employee will be required to work the weeks' notice or to be paid in lieu of notice.

- 5.4 The outcome of the interview must be confirmed in writing detailing the employee's right of appeal.

## **6 EXTENSIONS**

- 6.1 If the performance is unsatisfactory but is likely to become satisfactory in a reasonable timescale, the probation period can be extended by a maximum of 3 months. The improvements required should be confirmed in writing. If there is no improvement within the set timescales, the employee will be dismissed under the terms of the Probationary Policy.

## **7 DISMISSALS**

- 7.1 If performance is unsatisfactory (whether extended or not, and unless it is gross misconduct), the employee will be dismissed with one weeks' notice. It is important that the period of notice does not cause continuous service to exceed 6 months (unless an extension has been agreed), otherwise the employee cannot be dismissed under the Probationary Policy.

## **8 RIGHT OF APPEAL**

- 8.1 The employee has the right to appeal against a decision to dismiss under the Probationary Policy. The employee must lodge their appeal in writing to the Parish Clerk (or the Staffing Committee in the case of the Clerk) within 5 working days of the decision.
- 8.2 The appeal will be heard by at least two members of the Staffing Committee.

## Probation Report

<b>Employee Name:</b>				
<b>Start Date:</b>				
<b>Post Title:</b>				
Please tick appropriate box for each category. Any comments should be added, together with an explanation.				
	<b>Very Poor</b>	<b>Poor</b>	<b>Good</b>	<b>Excellent</b>
Quality of work & attention to detail				
Conduct and co-operation				
Attitude				
Progress made				
Relationship with team/manager/colleagues				
Reliability				
Attendance & time keeping				
Details of sick leave		Days		
<b>Line Manager's comments</b> (include any remarks regarding induction training and mandatory e-modules, improvements identified and actions agreed. When assessing sick leave, consider if there is an underlying medical condition disability and if reasonable adjustments have been made when assessing.)				
<b>Final Report</b>				
Do you recommend this employee passes their probation?	<i>Yes/No/Consider Extension</i>			
If "No" or an extension is required, please state reasons:				
Have you discussed this report with the employee?		<i>Yes/No</i>		
If "No" please state reasons:				
<b>Signed:</b>		<b>Date:</b>		
<b>Name:</b>				
<b>Post Title:</b>				

**Please keep completed form on the employee's file**