

**NON EXEMPT**

**EAST HAMPSHIRE DISTRICT COUNCIL &  
HAVANT BOROUGH COUNCIL**

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Joint HR Committee

21<sup>st</sup> October 2015

Induction and Probation Procedure  
Report of: **Michelle Wakefield,**  
**HR Business Partner**

**FOR DECISION**

**Portfolio: Governance & Logistics: Councillor Wilson (HBC) &  
Deputy Leader and Property and Contracts Councillor Millard (EHDC)**

**Key Decision: No**

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**1.0 Purpose of Report**

- 1.1 This report provides an overview of the proposed Induction and Probation Procedure which has been drafted for use across East Hampshire District Council (EHDC) and Havant Borough Council (HBC)..
- 1.2 This procedure has been designed to ensure that there is an agreed approach to both induction and probation processes.

**2.0 Recommendation**

RECOMMENDED

- 2.1 That the members of Joint HR Committee are asked to:
  - a) approve the attached Induction and Probation Procedure for use across both Councils.

**3.0 Introduction**

- 3.1 Both Councils currently have different approaches to managing probation for new members of staff. In summary, EHDC has a 'Short Capability Procedure (Staff on Probation)' document which details the EHDC approach to managing underperformance/poor attendance for new employees. HBC has a 'Managing Probation Procedure' which details the HBC approach.
- 3.2 There is also an informal approach to induction content and delivery which is not commonly known by all recruiting managers and has evolved over time without being agreed by either employer.

3.3 The aim of the Induction and Probation Procedure is to draw together practices for both induction and probation. This will ensure there are consistent practices in place so robust and fair decisions can be made regarding continuing employment.

#### **4.0 Subject of the report**

4.1 The attached procedure has been developed to primarily support line managers with the process for inducting new members of staff to each Council, and to set out the decision-making processes surrounding probation for line managers and new staff.

4.2 The procedure aims to ensure that all new members of staff receive an appropriate induction into their role and that their performance is monitored. In addition this procedure aims to ensure that decisions made regarding probation are fair and proportionate taking into account all circumstances.

4.3 This procedure ensures that all members of staff beginning a new role are subject to a probation procedure. This includes individuals who have transferred from another Local Authority, become an employee of one of the Councils having been previously placed through an employment agency, existing staff transferring into a new role within the Council, and placement through an internal or external secondment arrangement. Inclusion of these parameters in the procedure, together with a robust probation process, will ensure that the Councils continue the employment of competent staff members only and do not compromise the delivery of future business plans.

4.4 The Capability and Disciplinary Procedures of each Council will not apply during a probationary period. All performance (including conduct) and attendance issues will be addressed through this procedure.

4.5 Long term sickness absence during a probation period will be dealt with through absence management procedures and decisions taken will be based on individual circumstances.

4.6 Probation periods will be extended for a maximum of three months and will only be agreed in exceptional circumstances. This decision will be taken by the relevant Executive Head with support from Human Resources.

4.7 Human Resources will undertake a feedback exercise with the employee at the end of the probation period, to gather views on the quality and relevance of the induction process and probationary period activities. This will inform the Council's practices in relation to induction and probation in future.

#### **5.0 Implications**

##### Financial

5.1 There are no financial implications to report with this item.

## Legal

- 5.2 There are no legal implications associated with this report.

## Strategy

- 5.3 This procedure ensures staff employed by the Councils are appropriate for the post they have been employed/placed into, thereby supporting the strategies and business plans of each Council.

## Customer access

- 5.4 None to report.

## Risks

- 5.5 None to report.

## Communications/Public Relations

- 5.6 The procedure will need to be communicated to staff following consultation with UNISON. We do not anticipate any significant concerns with regards to this procedure.

## East Hampshire/Havant

- 5.7 This procedure will be suitable for use across both councils.

## **6.0 Links to other projects**

- 6.1 The development and implementation of this procedure supports the delivery of the People Plan and in particular supports talent management processes.

## **7.0 Conclusions**

- 7.1 The implementation of this procedure is necessary in order for the councils to employ appropriately qualified and committed members of staff. It will enable line managers to plan a clear induction process and to manage any issues arising during the probation period.

## **8.0 Recommendations**

- 8.1 For Joint HR Committee to approve the attached Induction and Probation Procedure.

Agreed and signed off by:

Executive Head for Governance and Logistics: 2.10.15

Legal Services: 5.10.15

Executive Head for Marketing and Development:

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