



**Doncaster
Clinical Commissioning Group**

PROBATIONARY PERIODS POLICY

Last Review Date	N/A
Approving Body	Remuneration Committee
Date of Approval	16 th October 2014
Date of Implementation	16 th October 2014
Next Review Date	August 2018
Review Responsibility	Human Resources Manager
Version	0.1

REVISIONS/AMENDMENTS SINCE LAST VERSION

Date of Review	Amendment Details
	N/A

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SECTION A – POLICY

1. Policy Statement, Aims and Objectives

- 1.1. This policy describes the approach of NHS Doncaster Clinical Commissioning Group to the use of probationary periods for new employees.
- 1.2. A probationary period is a trial period during which the performance, conduct and attendance of the employee will be assessed by their line manager against the particular requirements of the role, the CCGs values and behaviours and expected standards of attendance and punctuality.
- 1.3. The probationary period, together with other measures such as induction, provides a consistent means by which new employees can be supported to become effective as quickly as possible.
- 1.4. The CCG has the right to terminate the contract of an employee at any time during the probationary period should they fail to meet the required standards. In the event of the contract being terminated the employee will be entitled to one month's pay in lieu of notice.
- 1.5. A decision as to whether the probationary period has been successful or not will normally be made within 6 months of the date of commencement of employment. However if there are significant concerns highlighted at the review stage a decision may be taken to extend the probationary period for up to 12 months in total.
- 1.6. On successful completion of the probationary period, the notice period as outlined in the employee's contract of employment will apply.
- 1.7. The development of this policy:
 - Ensures probationary periods apply to all new employees
 - Ensures the application of probationary periods is fair and consistent
 - Satisfies legislative requirements.

2. Legislation and Guidance

- 2.1. The following legislation and guidance has been taken into consideration in the development of this procedural document.
 - Bribery Act 2010

3. Scope

- 3.1 This policy applies to those members of staff that are directly employed by NHS Doncaster CCG and for whom NHS Doncaster CCG has legal responsibility. It also includes agency workers and contractors.

- 3.2. Existing CCG employees 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 (TUPE) regulations.

4. Accountabilities and Responsibilities

- 4.1 Overall accountability for this policy lies with the Chief Officer. Responsibility is delegated to the following:

<p style="text-align: center;"><i>Chief of Corporate Services</i></p>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none"> • Maintaining an overview of the corporate ratification and governance process associated with the policy
<p style="text-align: center;"><i>HR Business Partner</i></p>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none"> • Leading the development, implementation and review of this policy • Advising managers and employees on the application of this policy • Working in partnership with managers and staff side representatives to ensure employees are treated fairly and consistently within the framework of the policy • Ensuring that all recruitment/contractual documentation reflects the requirement for probationary periods, with particular emphasis on correct notice periods
<p style="text-align: center;"><i>Appointing Officers</i></p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> • Creating and implementing an induction plan for the employee including regular supervision arrangements • Agreeing induction and probationary review dates with the employee and to ensure those reviews are undertaken • Completing the probationary review form • Establishing clear objectives for the employee and for ensuring that training (including mandatory and statutory training) and development opportunities are identified, planned and undertaken by the employee • Seeking advice from HR should the employee not be performing to the required standard • Making recommendations to the relevant Chief of

	<p>Service/Chief Officer if they believe that the employees contract of employment should be terminated during, or at the conclusion of, the probationary period</p> <ul style="list-style-type: none"> • Ensuring all related correspondence is held on the employees personal file • Ensuring, where necessary, that a workplace assessment is carried out and any reasonable adjustments required are implemented in a timely manner
All Staff	<p>Have the responsibility for:</p> <ul style="list-style-type: none"> • Performing to the best of their ability • Undertaking and agreed induction, training and development activities and to implement learning from these activities • Raising awareness of any training and development needs with their line manager as soon as possible

5. Dissemination, Training and Review

5.1. Dissemination

5.1.1. The effective implementation of this procedural document will support openness and transparency. NHS Doncaster CCG will ensure all staff and stakeholders have access to a copy of this procedural document via the organisation's website.

5.1.2. This procedural document is located in the Employment Policy Manual. A set of hard copy Procedural Document Manuals are held by the Governance Team for business continuity purposes and all procedural documents are available via the organisation's website. Staff are notified by email of new or updated procedural documents.

5.2. Training

5.2.1. All staff will be offered relevant training commensurate with their duties and responsibilities. Staff requiring support should speak to their line manager in the first instance. Support may also be obtained through their HR Department.

5.2.2. This policy should be read in conjunction with the following:

- Induction, Mandatory and Statutory Training Policy
- Recruitment and Selection Policy
- Disciplinary Policy

- Managing Performance Policy
- Personal Development Review Pack
- Sickness Absence Policy

5.3. Review

5.3.1. As part of its development, this procedural document and its impact on staff, patients and the public has been reviewed in line with NHS Doncaster CCG's Equality Duties. The purpose of the assessment is to identify and if possible remove any disproportionate adverse impact on employees, patients and the public on the grounds of the protected characteristics under the Equality Act.

5.3.2. The procedural document will be reviewed every three years, and in accordance with the following on an as and when required basis:

- Legislatives changes
- Good practice guidelines
- Case Law
- Significant incidents reported
- New vulnerabilities identified
- Changes to organisational infrastructure
- Changes in practice

5.3.3. Procedural document management will be performance monitored to ensure that procedural documents are in-date and relevant to the core business of the CCG. The results will be published in the regular Governance Reports.

SECTION B – PROCEDURE

1. Contract of Employment and Related Policies and Procedures

- 1.1. During the probationary period the employee will be employed on a contract of employment and subject to a range of CCG policies and procedures. However the procedures regarding the management of sickness absence, performance and discipline will not apply and any areas of concern will be dealt with via the probationary period review process. This does not affect any statutory rights.
- 1.2. The details of the probationary period will be clearly set out in offer of employment letters and contracts of employment.
- 1.3. During the probationary period the employee will be subject to a notice period of one week which will normally be paid in lieu.

2. Record Keeping

- 2.1. A record must be kept by the line manager of the outcome of every stage of the probationary period review and assessment process and this should be retained on the employee's personal file.
- 2.2. Records should include the probationary period assessment form (appendix 1) and copies of any letters sent to the employee by their line manager concerning a need for improvement, an extension of the probationary period and the outcome of the probationary period review process.

3. Right to Representation

- 3.1. An employee is entitled to be accompanied at a probationary period review meeting should they wish. The employee may be accompanied by a Trade Union Representative or colleague not acting in a legal capacity.
- 3.2. A minimum of 5 working days' notice of each review meeting will be provided by the line manager who will take into account the right of the employee to representation when arranging the meeting.
- 3.3. It is the responsibility of the employee to arrange for their representative to attend as the 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.

4. Extension to Probationary Periods

- 4.1. A probationary period should only be extended in exceptional circumstances, e.g. where the performance of the employee has not met the required standard, but it is felt that further time for review is necessary, e.g. due to lack

of available support or because sickness has resulted in an inability to conduct meetings.

- 4.2. Any extension to the probationary period will be for not longer than 12 months after the employee commenced employment. The extension must be agreed between the line manager and the employee and must be approved by the relevant Chief of Service or Chief Officer.
- 4.3. Any extension to the probationary period should be confirmed to the employee including the reasons for the extension together with the required standards/objectives and the support available to achieve the required performance standards.

5. Outcome of Probationary Period

- 5.1. Upon completion of the probationary period review meetings, including any extension to the probationary period, the line manager will either decide that the employee is to be confirmed in post or to recommend that they are dismissed.
- 5.2. This decision/recommendation, with reasons, will be confirmed in writing to the employee. A copy will be retained on the employee's personal file.
- 5.3. Where there is a recommendation that the employee be dismissed this will be subject to a written report by the line manager which will be considered by the Chief Officer/Chief of Service and a HR representative. The decision to accept or reject the recommendation will be communicated to the employee in writing within 5 working days.

6. Right of Appeal

- 6.1. An employee has the right to appeal against a decision made to terminate their employment during, or at the end of, their probationary period.
- 6.2. The appeal process to be followed is in accordance with the Disciplinary Policy.

PROBATIONARY PERIOD – REVIEW FORM

Name of Employee:	
Job title:	
Line Manager:	
Date Commenced in Post:	
Date of Review (specify week):	

KEY RESULT AREAS	Satisfactory	Unsatisfactory	Details of further experience, learning, coaching required	Comments from Employee
Induction				
Capability				
Integration into the team				
Relationships with manager and Colleagues				

Attendance				
Time Keeping				

Signed:..... (Line Manager) Date:.....

Signed:..... (Employee) Date:.....

RECOMMENDED REVIEW SCHEDULE

Induction Review	Week 1
Initial Review	Week 4
Intermediate Review	Week 12
Final Review	Week 26

This schedule is intended as a guide and can be flexible and can be tailored to meet the needs of the line manager and employee, provided three review meetings are held.