Probation Procedure

Introduction

All new entrants within London Councils (including those with existing continuous service) must complete a minimum four-month probationary period assessment in their new role.

It is the line manager's responsibility to complete fair and honest two- and four-month review reports. Probationary reviews meetings should be scheduled in as part of the employees Induction. It is important that line managers seek advice from HR if there are any concerns.

Policy Statement

It is London Council policy to apply a four-month probationary period to all new entrants to the organisation. During this period, the employee's performance in the new role will be assessed and the learning and feedback system will apply.

The probationary period will apply to temporary fixed term employees where they are employed by London Councils regardless of length of appointment and will also apply to new entrants including those from local authorities.

This policy will not apply to internal employees that are transferred, promoted, or redeployed within London Councils. For existing employees, the manager should refer to the existing learning and feedback process.

Attendance, performance, and conduct will be managed as part of this probation policy. Depending on the severity of the allegations (for example gross misconduct) the Disciplinary Procedure may be applied.

If an employee's performance has not reached an acceptable standard during the probationary period, their employment will be at risk, and the appointment may be withdrawn.

Supervision/Probation Assessment Review meetings

The probationary period and assessments should provide the opportunities for two-way discussions between the employee and manager about the job and other job-related needs.

In the assessment forms below the employee will be given acknowledgement where they have performed well and be able to discuss interventions where improvement is required. In areas where performance is not considered to be satisfactory, there is an expectation that the employee will improve, either through the setting of clearly defined objectives and/or via appropriate training, after which the situation will be reviewed.

It is essential that supervision meetings are scheduled into diaries on a monthly basis as well as the two- and four-month reviews to monitor progress and address any concerns at an early stage.

Comments that have been noted through supervision meetings or other meetings prior to the review meeting should be discussed and the employee will have the opportunity to discuss these

with their line manager and to make any comments that they feel are relevant. These notes can also be reference as part of the probation documents.

Assessment Criteria

As part of the induction process the line manager should discuss the SMART objectives that they would like to assess during the probationary period which is aligned to the job description. The criteria/objectives will be used to make an assessment of the employee's performance - which must relate to the job description.

Grading

Each area of work has been graded as follows:

1. **Exceeded** (the requirements of the job)
2. **Meets** (the requirements of the job)
3. **Partially meets** (the requirements of the job, showing some weaknesses)
4. **Failed** (to meet the requirements of the job)

Employees should use this probation period and subsequent probation discussions to raise any queries or to make any points that you feel are relevant but have not been raised by their line manager.

If you have a disability, your line manager should be made aware of your needs when setting up a probationary meeting and may seek advice regarding any reasonable adjustments from you and Occupational Health if appropriate.

Successful completion of Probationary period

A probation review meeting will be held at two and four months. If the employee is successful in completing their probationary period, they will be confirmed in the post at the 4-Month Probation review meeting. The line manager should submit all completed signed forms to HR.

Ending Probation Period Early

In exceptional cases of serious misconduct/incapability, the probationary period may end earlier than the 4-month period.

Extensions

In exceptional cases, the probationary period may be extended for a maximum period of four weeks. Any extensions should be discussed with HR, and the line manager will notify the employee in writing at 4-Month Probation Review meeting.

Appeals

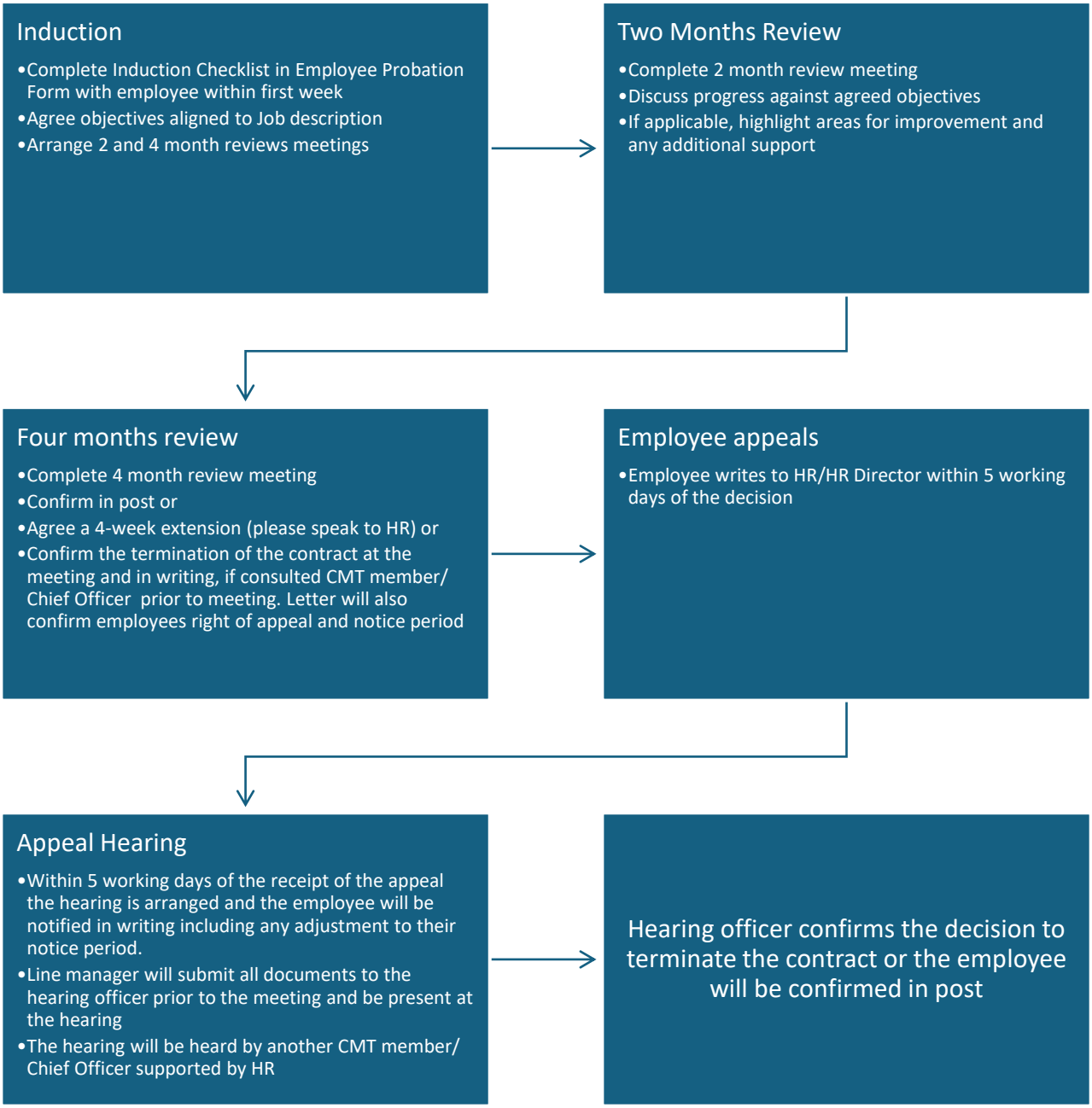
An employee may appeal against the decision to terminate their employment following the 4-Month Probation Review meeting. All appeals should be sent in writing to the LC

HR Team email box and the HR Director within five days of the decision. Appeal will be held within five working days of the receipt of an appeal. Appeals will be heard by a another CMT member (Chief Officer) and HR Director.

Notice Period

The statutory notice period of one week will apply.

Process Map:



Commencing the probationary period

Employee Probation Report

Employee Name:	
Position:	
Grade:	
Service:	
Line Managers Name:	
Date Commenced Employment:	

Induction Checklist

Please indicate that the following information/documents have been provided as part of the employee's induction process – All HR policies and forms can be found on the Employee Experience Hub:

Employee Probation Checklist:			
		Provided/Directed To	**Date**
1	**Job Description**		
2	**Contract of Employment**		
3	**Employee Code of Conduct**		
4	**Health and Safety Procedures**		
5	**Values and Behaviours**		
6	**Sickness Absence/Leave**		
7	**Disciplinary, Grievance and Capability/Learning and feedback process**		
8	**Equality & Diversity Policy/Strategy**		
9	**Pensions / Auto Enrolment Information**		
10	**Employee Assistance Programme/Wellbeing**		
Signed:		**Date:**	

Assessment Criteria

As part of the induction process the line manager should discuss the SMART objectives that they would like to assess during the probationary period which is aligned to the job description. The following criteria/objectives will be used to make an assessment of the employee's performance - which must relate to the job specification and/or values and behaviours.

Each area of work has been graded as follows:

1. **Exceeded** (the requirements of the job)
2. **Meets** (the requirements of the job)
3. **Partially meets** (the requirements of the job, showing some weaknesses)
4. **Failed** (to meet the requirements of the job)

A	
B	
C	
D	
E	

2 Month Probation Assessment Review Meeting

Criteria	Managers Assessment / Comments	Employee's Comments
A		

Grade	Exceeds, meets, or partially meets or failed objective (please indicate)	
Further Comments / Action Required?		
B		
Grade	Exceeds, meets, or partially meets or failed objective (please indicate)	
Further Comments / Action Required?		
C		
Grade	Exceeds, meets, or partially meets or failed objective (please indicate)	
Further Comments / Action Required?		
D		
Grade	Exceeds, meets, or partially meets or failed objective (please indicate)	
Further Comments / Action Required?		
E		
Grade	Exceeds, meets, or partially meets or failed objective (please indicate)	
Further Comments / Action Required?		
Date of Review Meeting		

4 Month Probation Assessment Review Meeting

Criteria	Managers Assessment / Comments	Employee's Comments
A		

Grade	Exceeds, meets, or partially meets or failed objective (please indicate)
Further Comments / Action Required?	

B		
Grade	Exceeds, meets, or partially meets or failed objective (please indicate)	
Further Comments / Action Required?		
C		
Grade	Exceeds, meets, or partially meets or failed objective (please indicate)	
Further Comments / Action Required?		
D		
Grade	Exceeds, meets, or partially meets or failed objective (please indicate)	
Further Comments / Action Required?		
E		
Grade	Exceeds, meets, or partially meets or failed objective (please indicate)	
Further Comments / Action Required?		
Date of Review Meeting		

Summary Assessment for the Four Month Recommendation

General Time Keeping and Attendance

Include any periods of absence.

Values and Behaviours, other Competencies and Training attended.

Include one or more examples of where the employee has exceeded, or failed, in demonstrating a characteristic from our values and behaviours.

Overall Line Managers Assessment / Comments

4 MONTH RECOMMENDATION

The probation period will be satisfactorily completed, and I recommend confirmation at the end of the probation period.

Signed by Line Manager:

Date:

The employee's service has been unsatisfactory for the reasons given above.

I recommend a four-week extension.

Or

In consultation with the line managers CMT member/Chief Officer, I recommend termination of employment and have advised and confirmed in writing the employee's right to appeal.

Signed Line Manager:
CMT Member/Chief Officer:

Date: