

READING BOROUGH COUNCIL

TO:	PERSONNEL COMMITTEE		
DATE:	8 DECEMBER 2016	AGENDA ITEM:	4
TITLE:	REVIEW OF PROBATION SCHEME		
LEAD COUNCILLOR:	CLLR LOVELOCK	PORTFOLIO:	
SERVICE:	HR	WARDS:	BOROUGHWIDE
LEAD OFFICER:	WARREN KING	TEL:	Ext 74500
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1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY

- 1.1 To seek approval for the updated version of the Council's Probation Scheme.

2. RECOMMENDED ACTION

- 2.1 That the updated version of the Probation Scheme be approved.

3. POLICY CONTEXT

- 3.1 Reading Borough Council currently has a Probationary Employment Scheme which was approved by Personnel Committee in March 2003.

- 3.2 The Scheme consists of:

- a) Probation Scheme - Terms and Structure
- b) Probation Employment Scheme - Guidance Notes for Manager
- c) Probation Employment Scheme - Setting Performance Objectives
- d) Probation Scheme - Report Form Pack

- 3.3 The aim of the Scheme is to provide for a probationary period when staff start working at Reading Borough Council. It sets out a consistent corporate framework for the first six months of employment during which the manager

and employee can discuss the progress and development of the new employee. A new employee must pass probation before being confirmed in post. The principles of the Scheme can be used when a member of staff is not subject to the formal probation period (for example, staff on casual contracts) or an existing employee applies for a new post.

4. SUMMARY OF AMENDMENT

4.1 The content of the Scheme has been reviewed and found to be still relevant and appropriate. The only outcome has been to amalgamate the various documents into one easier to read version.

4.2 The updated Scheme consists of:

- a) Probation Scheme - Terms and Structure (includes report forms)
- b) Flowchart - outlines the milestones in the scheme

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The Scheme enables managers to work with employees to progress and develop which, in turn, ensures the Council's overall strategic aims and corporate plans become part of the induction/probation process at a level appropriate to the role. It also provides the manager and employee with a greater understanding of the employee role in the wider strategic aims of the Council.

6. LEGAL IMPLICATIONS

6.1 None. While there is no legal requirement to use probationary periods for a new employee, a well-structured and properly implemented probationary period is a useful management tool which helps the employee contribute to the organisation's strategic aims.

7. FINANCIAL IMPLICATIONS

7.1 None.

8. BACKGROUND PAPERS

8.1 None.