

**Bolsover District Council**

**Meeting of the Executive on 15<sup>th</sup> April 2024**

**Updated/Reviewed Probation Policy**

**Report of the Portfolio Holder for Resources**

<b>Classification</b>	This report is public.
<b>Report By</b>	Peter Wilmot, HR Business Partner

**PURPOSE/SUMMARY OF REPORT**

The purpose of this report is to seek approval for the reviewed and updated Council Probation Policy. The Probation Policy plays a crucial role in ensuring fairness, accountability and support for employees who may be facing performance issues or behavioural concerns.

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**REPORT DETAILS**

**1. Background**

- 1.1 The current Probation Policy was last updated in September 2019. Council policies should be reviewed periodically (usually every 3 years), and this particular policy is due for review. It is considered that the existing policy is mainly fit for purpose however some small issues came to light in using the policy and via anecdotal feedback from managers and as a consequence some small changes have been made. These are tracked changed on the document (appendix 1).
- 1.2 The updated policy has been considered by the Council's Senior Leadership Team and the Trade Unions have been consulted.

**2. Details of Proposal or Information**

- 2.1 The updated policy aims to ensure we continue to provide clear guidelines and expectations for employees and their managers.

This includes defining the probationary period, outlining performance expectations, and specifying the steps involved in the probation process.

The appended policy includes the track changes, but they broadly consist of the following:

- Reverting back to being a Bolsover District Council policy as opposed to a joint policy with North East Derbyshire District Council.
- An extension of the options open to a manager when the probation reaches the third and final stage (see 4.2 of the policy).
- Changing the reference from Heads of Service to Assistant Directors.
- The existing and updated policy remains fit for purpose in relation to compliance and legal considerations.

### **3. Reasons for Recommendation**

- 3.1 A robust Probation Policy is essential for promoting employee development, maintaining a positive work environment, and safeguarding the interests of both employees and the organisation.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 Not to approve the updated policy and continue to work with the existing joint policy.

## **RECOMMENDATION(S)**

To approve the Probation Policy.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

### **IMPLICATIONS:**

**Finance and Risk:**            Yes             No

**Details:**

On behalf of the Section 151 Officer

**Legal (including Data Protection):**            Yes             No

**Details:**

On behalf of the Solicitor to the Council

**Environment:**    Yes             No

*Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.*

**Details:**

**Staffing:**        Yes             No

**Details:** Updated fit for purpose Bolsover District Council Policy

On behalf of the Head of Paid Service

## DECISION INFORMATION

<p><b>Is the decision a Key Decision?</b>          A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p><b>Is the decision subject to Call-In?</b>  <i>(Only Key Decisions are subject to Call-In)</i></p>	No

<p><b>District Wards Significantly Affected</b></p>	None
<p><b>Consultation:</b>  <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/>  <b>SLT</b> <input checked="" type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/>  <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input checked="" type="checkbox"/></p>	Details:

<p><b>Links to Council Ambition: Customers, Economy, and Environment.</b></p>

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>
1	Probation Policy 2024

<p><b>Background Papers</b></p>
<p><i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i></p>