

TO: Policy and Resources Committee

FROM: Head of Human Resources - Sam Smith

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DATE: 14 December 2017

CAMBRIDGESHIRE FIRE AND RESCUE SERVICE PROBATION POLICY

1. Purpose

- 1.1 To inform the Policy and Resources Committee on work undertaken to update the probation policy and supporting toolkit and to seek approval for the draft policy in order to allow for its implementation.

2. Recommendation

- 2.1 The Policy and Resources Committee is asked to approve the draft probation policy attached at Appendix 1.
- 2.2 The Policy and Resources Committee is also asked to note the contents of the accompanying management toolkit at Appendix 2.

3. Risk Assessment

- 3.1 **Legal** - implementing a probation policy which is clear and transparent to all will help to significantly mitigate the risk of any legal claim being brought against the Authority in relation to the management of any issues that may arise during an employee's probation period.
- 3.2 **Social** - implementing a transparent probation policy, which applies to all employees, will help to ensure consistency of approach and a feeling of fairness across the organisation. Research shows that this will contribute to employee morale and engagement levels.

4. Background

- 4.1 The current published probation policy applies to support staff only. Any probation issues for operational staff have been managed in accordance with the principles of the published policy however it was recognised that in order to ensure maximum clarity and transparency, the policy should be re-drafted to explicitly apply to all employees.

- 4.2 The draft revised probation policy (Appendix 1) now reflects the processes in place for different groups of staff across the organisation where this is necessary. It has been written with reference to a review of policies from other relevant organisations and best practice.
- 4.3 The draft revised probation policy was first presented to the Policy and Resources Committee last year. At that time, it was still subject to consultation with representative bodies. Members of the Committee requested that this consultation be completed before they considered whether to approve the draft policy. Members also requested that the management toolkit to accompany the draft policy be completed and presented to the Committee for consideration alongside the draft policy.
- 4.4 The representative bodies have agreed to the draft policy and confirmed this in writing.
- 4.5 The supporting management toolkit has now been completed and is attached at Appendix 2.

BIBLIOGRAPHY

Source Documents	Location	Contact Officer
Cambridgeshire and Peterborough Fire Authority Probation Policy (current published version)	Service HQ Hinchingsbrooke Cottage Brampton Road Huntingdon	Sam Smith Head of Human Resources 07717 476176 samantha.smith@cambsfire.gov.uk
Cambridgeshire and Peterborough Fire Authority Probation Policy (draft revised policy)	Service HQ Hinchingsbrooke Cottage Brampton Road Huntingdon	Sam Smith Head of Human Resources 07717 476176 samantha.smith@cambsfire.gov.uk
Cambridgeshire and Peterborough Fire Authority Management Toolkit to support Probation Policy	Service HQ Hinchingsbrooke Cottage Brampton Road Huntingdon	Sam Smith Head of Human Resources 07717 476176 samantha.smith@cambsfire.gov.uk