

TO: Policy and Resources Committee

FROM: Human Resources Business Partner Sam Smith

PRESENTING OFFICER(S): Human Resources Business Partner Sam Smith
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PROBATION POLICY

1. Purpose

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

2. Recommendation

- 2.1 The Policy and Resources Committee are asked to approve the draft probation policy attached at Appendix 1, subject to there being no significant changes made to the policy as a result of the consultation process with employee representatives.

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 policy reflects the processes in place for different groups of staff across the organisation where this is necessary and has been written

with reference to a review of policies from other relevant organisations and best practice.

- 4.3 The draft, revised policy is subject to consultation with the representative bodies and it is currently with them for their review and comment. Their response is due at the beginning of January 2017.

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 Human Resources Business Partner 01480 444536 samantha.smith@cambsfire.gov.uk
Cambridgeshire and Peterborough Fire Authority Probation Policy (draft, revised policy)	Service HQ Hinchingsbrooke Cottage Brampton Road Huntingdon	Sam Smith Human Resources Business Partner 01480 444536 samantha.smith@cambsfire.gov.uk