

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 21 MARCH 2018

REPORT BY HEAD OF HUMAN RESOURCES AND ORGANISATIONAL
DEVELOPMENT

RECRUITMENT, INDUCTION & PROBATION POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- Members are invited to recommend to Human Resources Committee approval of the revised Recruitment, Induction and Probation Policy

RECOMMENDATIONS FOR LOCAL JOINT PANEL:

That: Human Resources Committee be advised that:

(A)	The Local Joint Panel recommend approval of the revised Recruitment, Induction and Probation Policy.
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1.0 Background

The Recruitment, Induction and Probation Policy combines three existing policies: the Recruitment policy which was last reviewed in May 2013, the Probationary policy which was last reviewed in January 2017, and the Employing and Managing Employees with Disabilities Policy which was last reviewed in May 2013. The policy now also includes the roles and responsibilities of those involved in the induction process.

- 1.1 The council's programme of policy review is after three years or sooner in line with legislation and best practice.
- 1.2 The current suite of policies is being reviewed by HR to reflect the following goals:
- Modernise them
 - Clear guidance for managers and employees
 - Combine policies where they use the same processes
 - Clarity on responsibilities
 - Create e-forms
 - Review benefits attached to policies

2.0 Report

- 2.1 The key changes to the policy and procedures are:
- The policy combines several existing policies: (1) Recruitment, (2) Probation, and (3) Employing and Managing Employees with Disabilities policies;
 - Removal of the recruitment and probation *procedures* from the policy which will now be placed on the intranet;
 - The policy includes clarification of the roles and responsibilities of those involved in each of the above processes including induction;
 - The probation procedure focuses on regular probation review meetings as appropriate to the role/service (i.e. removal of reviews at set stages of 6, 12 and 20 week intervals and no longer a need to return the review forms to HR);
 - Removal of formal warnings from the probation procedure and more emphasis on structured support (e.g coaching, mentoring etc.).

- 2.2 The revised Recruitment, Induction and Probation Policy can be found at **Essential Reference Paper 'B'**.
- 2.3 The revised Recruitment procedure can be found at **Essential Reference Paper 'C'**.
- 2.4 The revised Probation procedure can be found at **Essential Reference Paper 'D'**.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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