

COUNCIL 29th NOVEMBER 2023**Governance and Business Committee, 30th October 2023****25 REVISION OF HR POLICIES - PROBATION POLICY EXEMPT**

The Head of Human Resources and Organisational Development submitted a written report which sought approval to implement the revised Probation Policy. The Probation Policy had had a full review of policy wording, structure, and format to increase engagement of the policy and to be more user friendly. The Equality Impact Assessment was completed to ensure it was in line with the Equality Act 2010. The proposed main changes to the Probation Policy were:

- The Council trigger of 4 occasions in 12 months changed to 2 absence periods in 6 months whilst in probationary, pro rata to service.
- The option to 'pause' probation in extenuating circumstances.
- A clearer right of appeal outlined in Appendix 1 of the report.

These policy changes had been consulted on with the Managers, HR Policy Focus Group, the Staff Networks, Legal Services, Equalities, Human Resources and Organisation Development colleagues and the Trade Unions. No adverse comments were received from the Trade Unions.

***RESOLVED that it be recommended to Council that the Probation Policy revisions as outlined in the Head of Human Resources and Organisational Development's written report be accepted and approved.**