

 <b>Employment – June 15<sup>th</sup> 2016</b>		<b>Agenda Item No. 7</b>
<b>Title</b>	Policy Update – Probation Policy and Procedure/Equality & Diversity Policy Statement	
<b>For further information about this report please contact</b>	Tarandeep Mahal Senior HR Officer 01926 456682	
<b>Wards of the District directly affected</b>	None	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	None	
<b>Background Papers</b>	None	

<b>Contrary to the policy framework:</b>	Yes/No
<b>Contrary to the budgetary framework:</b>	Yes/No
<b>Key Decision?</b>	Yes/No
<b>Included within the Forward Plan? (If yes include reference number)</b>	Yes/No
<b>Equality &amp; Sustainability Impact Assessment Undertaken</b>	Yes/No (If No state why below)

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	May 28 <sup>th</sup> 2016	CMT
Head of Service	May 28 <sup>th</sup> 2016	As above
CMT	May 28 <sup>th</sup> 2016	As above
Section 151 Officer	May 28 <sup>th</sup> 2016	Mike Snow
Monitoring Officer	May 28 <sup>th</sup> 2016	Andy Jones
Finance	May 28 <sup>th</sup> 2016	Mike Snow
Portfolio Holder(s)	May 28 <sup>th</sup> 2016	Clr Mobbs
<b>Consultation &amp; Community Engagement</b>		
Consultation with GMB and Unison completed		
<b>Final Decision?</b>	Yes/No	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **SUMMARY**

- 1.1 The report presents the Council's updated Probationary Policy and Procedures. It sets out the authority's roles and responsibilities providing support through procedures in a consistent manner.
- 1.2 The report presents the Council's updated Equality & Diversity Policy Statement. It sets out the authorities' policy in succinct statements making a commitment to be more explicit in the area of Equality & Diversity internally and externally.

## 2. **RECOMMENDATION**

- 2.1 That Employment Committee approve the Probationary Policy & Procedures – at Appendix 1 and 1(A).
- 2.2 That Employment Committee approve the Equality & Diversity Policy Statement – at Appendix 2.

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 As part of an ongoing review of Council's policies and their application the updated Probationary Policy and Procedure is now equipped with guidance notes on the expectations of both managers and employees during the specified time. This will allow for a more robust approach to how we support staff and managers in relation to managing the 'Probation Period'.
- 3.2 As part of an ongoing review of Council's policies and their application the Equality & Diversity Policy Statement aligns the authority with legislative requirements as part of the Public Sector Equality Duty. This will allow for a more robust approach to how we support staff and managers in relation to managing Equality & Diversity issues.

## 4. **POLICY FRAMEWORK**

### 4.1 **Policy Framework –**

- The Equality and Diversity Policy Statement brings the authority in line with the Equality Act 2010. This is an update on the former policy which did not include the legislative requirements.
- The Probation Policy and Procedure brings a consistent approach to all staff joining the authority.

- 4.2 **Fit for the Future** – The Council has adopted Fit for the Future as its strategic approach to dealing with the challenges facing the Council. Fit for the Future is a programme which seeks to deliver benefits in three areas; People, Service, Money. The recommendations within this report are consistent with all three strands but particularly in relation to the People strand to ensure the organisation has the right policies in place to support staff through changes fairly and consistently.

## 5. **BUDGETARY FRAMEWORK**

- 5.1 There is not an impact on the Budgetary Framework.

## **6. ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 To not instigate these procedure and continue to use the existing policies. This is not an acceptable option based on the organisation evolving and the requirement to update our policies to inform and support managers.

## **7. BACKGROUND**

### **7.1 Main Points from the Probationary Policy and Procedure**

- 7.1.2 The change from the existing policy applies to employees who transfer from other local authorities; they will be eligible for the same reviews, in line with all new entrants i.e. a full six month probation period will apply. The previous policy allowed employees transferring from other local authorities to bypass the Council's probation process.

#### 7.1.3 Other key points to highlight (with no change from previous policy):

- Probation periods will be followed consistently for all new entrants to the authority, no exemptions will be applied.
- Should an employee fail a probation period a one week notice will apply for both the authority and the employee.
- All employees will be treated fairly and consistently via the procedures and practices in place.
- Employees will be given every opportunity to improve and meet objectives of their role; all successful probation periods will confirm employees in post.

### **7.2 Main Points from the Equality & Diversity Policy Statement**

- 7.2.2 The changes from the existing policy relate to the legislative requirements outlined by the Equality Act 2010. The Act highlights areas of protective characteristics that could prompt discriminatory actions. The aim of this policy is to ensure that this authority is provided with supportive information and guidance on how to manage Equality and Diversity within the workplace, internally and externally.

#### 7.2.3 Other key points to highlight from the statement are as follows:

- The nine protective characteristics that protect people from discrimination have been outlined to ensure there is an increased awareness of the legal framework.
- As a local authority the Equality Act highlights the 'Public Sector Equality Duty'. In fulfilling this new duty Warwick District Council in all its functions must have due regard to:
  - eliminate unlawful discrimination, harassment and victimisation
  - advance equality of opportunity between different groups and
  - foster good relations between different groups

- The Equality and Diversity Policy Statement also reiterates the requirement to instigate 'Equality Impact Assessments' on areas of change in policy, function and procedures.