



Title: **Revised Corporate Resources Policies (HR)**

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1. Introduction

- 1.1 The Council's Probation policy and procedure and Work Experience policy have been revised and have received Trade Union approval. EIA's have also been carried out for each of the policies.
- 1.2 The revised Probation policy and procedure is intended to update and streamline the procedure that is followed when inducting a new employee and during their first six months of service. It clarifies the roles and responsibilities of managers and employees.
- 1.3 The revised Work Experience policy is intended to ensure a fair and consistent procedure for offering work experience to students currently in school, college or university, as well as making it an enriching opportunity for both the student and the Council.
- 1.4 These policies will enable the Council to ensure that correct procedures are followed when implementing the probation procedure and when dealing with students on work experience placements, respectively.

2. Recommendations

- 2.1 That Committee approves and adopts these policies.

3. Information

- 3.1 Probation policy and procedure: This policy sets out procedures for inducting new employees and monitoring their work and progress over the initial six months of their employment. It provides a mechanism for review of the employees work and output at months two, four and six to ensure that this is to the required standard.
- 3.2 It explains the circumstances when and how work will be reviewed, what steps will be taken to confirm an employee into post and, alternatively, what steps can be taken where a new starter is underperforming.

- 3.3 The overall aim of this policy and procedure is to ensure that all new starters employed by the Council fully appreciate and understand what is expected of them and perform at the required standard.
- 3.4 Work Experience policy: This policy sets out the framework that will be followed by the Council when permitting students to undertake work experience placements. It is essential that the roles and responsibilities of each of those officers involved in the process are clearly defined as they may be dealing with students who are under the age of 18.
- 3.5 The policy recognises the benefits that work experience placements can have to both the student and the Council. It also ensures that the risks posed by students, who are likely to be inexperienced in the workplace, are negated as far as possible following appropriate risk assessment.
- 3.6 The main aim of this policy is to ensure a fair and consistent approach which provides structured work experience placements to students that is of benefit to both the Council and the student respectively.

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Background Papers:-

ACAS Code of Best Practice

Implications	
Financial (PL)	No significant implications
Risk (CA)	CR4 – Reputation damage CR8 – Organisation/Transformation Change
Equalities (CA)	An EIA has been undertaken on both aforementioned policy and procedures.
Legal (CA)	Having such policies in place ensures a consistent management practice.