



HR Procedure: HRP037
Probationary Periods

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Why we need this Procedure

Northamptonshire Healthcare NHS Foundation Trust (NHFT) is committed to supporting all new starters as they are inducted into the Trust. We are also committed to providing the highest quality of care for our patients. To help achieve this, all new employed staff to the Trust employed under a contract of employment, including all medical and dental staff will be subject to a formal **three or six month** probationary period which allows them time to settle into the Trust. In relation to Doctors and Dentists in Training, it is intended that this policy will be applied in conjunction with educational policies of the Deanery.

The Probationary Periods Procedure will also apply to new members of staff employed on fixed term contracts.

Bank Workers who are appointed to a permanent or fixed term post within the Trust will be subject to a Probationary Period. New external starters who have been seconded into the organisation will also be managed in line with the Probationary Periods procedure. In cases of a failure to meet the expected performance standards, their secondments will potentially be terminated.

If an employee who is already in employment within the Trust is recruited to a different position, they will not be subject to a new probationary period unless they are still within their initial probationary period at point of transfer. However, if the employee has more than one's years continuous service with the Trust, any issues of concern should be addressed through Managing Absence Policy HR017, Disciplinary Policy and Procedure HR001 and Procedure for Dealing with Employees Capability – Unsatisfactory Work Performance HRp014.

What the Procedure is trying to do

Its outlines the procedure for managing the Probationary Period which naturally follows the departmental local Induction. Expectations should be outlined at the meeting during the induction period.

The Probationary Period procedure has been developed to enable both new members of staff to demonstrate their suitability to undertake all duties of their appointed role and for the line manager to outline the required and expected standard of performance for the position.

Whilst the Probationary Periods procedure allows for a review as to the suitability of an individual to a post, it is not a replacement for effective and careful recruitment procedures as outlined in the Trust Recruitment Policy HR45.

The main objectives of the Probationary Period Procedure are to:-

- Ensure new starters have the maximum opportunity to succeed in their new role.
- Ensure new starters are supported from the outset of their employment with the Trust in achieving a successful level of performance and attendance.
- Ensure a consistent approach is applied for managing the performance and supporting the development of newly appointed staff within the Trust.
- Provide a process by which managers can outline the required and expected standards for the role, for example, standards around attendance.
- Allow both the employee and the employee's line manager to assess objectively whether or not the employee is suitable for the role.

Which stakeholders have been involved in the creation of this Procedure

- Trust Staff Partnership Forum and Line Managers
- Trust Policy Board attendees

Any required definitions/explanations

NHFT: Northamptonshire Healthcare NHS Foundation Trust

New Starter: means any employee new to the Trust who is subject to a probationary period.

Probationary Period: is a period of time for an employee who is a new recruit to the Trust, to demonstrate suitability for their role. It allows both the manager and the employee to take into account the individual's overall capability, skills, performance and general conduct in relation to the job and to assess objectively whether or not they meet the requirements.

Local Induction: An initial orientation programme that is specific to the working area(s) and is completed within the first month of employment.

Managers with Authority to take Disciplinary Action: Definition as outlined in the Trust's Disciplinary Policy and Procedure HR001 (Appendix 6).

Probation Review Meetings: A series of formal performance review meetings held in line with this policy.

Key duties

Director of Human Resources: Lead Director for this procedure.

HR Department: Provides support and guidance on the application of this procedure

The Manager's responsibilities:-

- Ensure all new starters understand their role and performance standards.
- Support all new starters in meeting these required performance standards by providing on-going supervision and identifying any training needs.
- Provide training appropriate to job role.
- Where a new starter is not meeting the expected performance standards, the manager should ensure that review meetings take place.
- Encourage the new starter to raise any issues of concerns or development training needs as early as possible during the probationary period.
- Keep records and documents.
- Seek HR advice when necessary. Consider whether any reasonable adjustments are necessary for those new starters who may be covered under the Equality Act.
-

The new starter's responsibilities:-

- Make themselves aware of, and aim to achieve, the Trust and their manager's expected standards for performance, conduct and attendance.
- Seek out solutions and opportunities to improve where necessary.
- Bring concerns to the attention of managers at the earliest opportunity
- Attend and participate in meetings with manager.
- Participate in the development of and adhere to any action plan agreed with manager.

The Trade Union responsibilities: To help trade union members who are new starters achieve a successful probationary period.

Procedure detail

General Principles

Care Certificate - 3 months

The Care Certificate is an identified set of standards that Health and Social Care workers adhere to. The Care Certificate gives everyone the confidence that staff have the same introductory skills, knowledge and behaviours to provide compassionate, safe and high quality care and support, whilst the expectation is that the Care Certificate is met as part of the probation period, it is recognised that a different process for completion is required.

Please refer to Appendix 1 for the Care Certificate Process.

Procedure

Overview of the Probation Process - 6 months (not applicable to Care Certificate)

Following the initial local induction there will be at least two Formal Probation Review Meetings.

The Probation Review Meeting will take place:-

1. Within the first 8 weeks – at the time of the meeting the new starter will review expectations outlined at the induction meeting (First Review Meeting).
2. Additionally, if performance is deemed unsatisfactory at the first review meeting or at any time after the first review meeting, the optional review meeting will be held. This will take place between 12 – 14 weeks to provide ample time for an action plan to be jointly devised and for the individual to demonstrate the level of improvement required before the final meeting.
3. **Two weeks before the end of the probationary period** (Final Review Meeting)

The aim of each of the formal meetings is to review how the new starter is performing against expected and or required standards; highlight where the new starter is doing well, establish if any support and development is necessary e.g. training, reasonable adjustments, discuss unsatisfactory standards and expected improvements and documents and record what has been discussed at the meeting. (Appendix 2)

As well as the scheduled formal review meetings, it may be necessary to arrange a further review meeting between the First and Final Review Meeting. Managers are encouraged to ensure these take place in a timely manner, especially if the meeting is being arranged to review concerns.

The dates for each review meeting should be scheduled from the start of the Probationary Period and the new starter should be invited to the final review in writing.

Probationary Periods Procedure

The procedure will operate as follows:-

First Review Meeting (following induction and before 8 weeks)

At this stage the manager should establish whether all the induction procedures have been completed by the new starters. The manager should also explore the progress the new starter has made following their induction. Where not completed, as expected during induction, the manager should now ensure that the new starter is aware of the expected and required standard.

At this stage the manager must make a decision as to whether the individual is performing to the expected standard.

The manager must document this meeting using template “Probation Review Meeting Report” (Appendix 2).

Where it is felt the individual is not performing to the required standard and that an optional 2nd review meeting is required, the date for this will be agreed at the first review meeting. However, this can be instigated at any stage following the first meeting if concerns are highlighted

OPTIONAL Second Review Meeting (between 12-14 weeks – if individual is not performing under the first review meeting).

This meeting is optional and should follow the same format as the First Review Meeting and should be instigated where there are concerns to be discussed by the employee or line manager, taking into account:-

- Performance against Job description / any other outlined standards
- Conduct
- Attendance and time keeping

A balance approach to feedback is encouraged supporting new starters with both positive and constructive feedback. Time should be taken to identify areas of improvements.

The manager must draft a Probation Review Meeting report on the new starter’s performance (this may be done during or after the meeting) and confirm whether:-

- The new starter’s performance is now satisfactory - i.e. is it likely that the probationary period will be successfully completed after six months if the current standards of performance are maintained?

OR

- The new starter’s performance is still not satisfactory – i.e. is it likely that the probationary period will not be successfully completed after six months if the current standards of performance are maintained?

In this case an action plan (which must be appended to the Probation Review Form) must then be set up to remedy the concerns identified e.g. setting attendance targets, establishing training needs etc. It must also outline the expected improvements and the expected timescale for improvement.

- In these circumstances the manager may decide that a further meeting is required later before the final review meeting, to review the new starter's performance against the action plan. A sample action plan can be found in Appendix 3.

OR

- The new starter's performance is generally satisfactory but there are still some areas requiring improvement.

An action plan (which must be appended to the Probation Review Form) must be set up to address the improvements required and the expected timescale for improvements.

In these circumstances the manager may decide that further meetings are required later before the final review to review the new starter's performance against the action plan.

The report must be drafted using the template "Probation Review Form" (Appendix 2).

Final Review Meeting (2 weeks before the end of the probationary period)

The meeting should follow the same format as described in section 7.3 and 7.4 in that any objectives and action plan that were set at the First / Optional Review Meetings will be evaluated and discussed together with the new starter's overall performance, and an assessment made as to whether the new starter has met the required standards.

This meeting may have three possible outcomes:-

Outcome one – Confirm probationary Period has been successfully completed.

The new starter should be told that they have now successfully completed their probationary period.

A letter of confirmation will be sent to the new starter within **seven working days** of the meeting and a copy of the letter sent to Recruitment Services to process updated contracts

Outcome Two – Extend probationary period

The organisation reserves the right to extend an employee's period of probation at its discretion. This will be limited to one extension and the total period of probation will be no longer than 12 months.

Extensions to the probationary period may be considered only in exceptional circumstances e.g.:-

- Where a manager has been unable to make a fair assessment of the new starter's performance e.g. due to a period of absence from work by the new starter.
- Where reasonable adjustments need to be made to accommodate disabled employees.
- The new starter has demonstrated a degree of improvement in his/her performance which indicates that the required standards of performance could be achieved by an extension to the probationary period.

A letter must be sent to the new starter no later than seven working days after the meeting and a copy of the letter sent to the Recruitment Services informing the new starter:-

- The length of the extension and the date on which the extension will end.

- The reason for the extension, and if the reason is unsatisfactory performance, details of how and why performance has fallen short of the required standards.
- Performance standards and objectives that the employee needs to achieve by the end of the extended period. An action plan must be drawn up between the manager and the new starter as soon as possible at the Final Review Meeting following the example of the Second Review Meeting.
- A statement that if the employee does not meet fully the required standards by the end of the extended period of probation, his / her employment will be terminated.

Advice must be sought from the Human Resources prior to making any decision to extend the probationary period. This is to ensure a consistent approach to managing extensions, is taken across NHFT.

A Probation Review Meeting Report (Appendix 2) must be completed by the manager at this stage.

Before the expiry of the extension period, another Final Review Meeting must be arranged. This must follow the process for the Final Review Meeting and the template Probation Review Meeting Report (Appendix 2) must be used.

Outcome three – Confirm that the new starter’s employment will be terminated

If the new starter has continued to perform unsatisfactorily, taking into account any action plans and performance targets set after the First/Second Review Meeting and at any one to ones, the decision to terminate the new starter’s employment can be made at the Final Review Meeting.

Where a decision is made to terminate a contract it must be for one or more of the following reasons:

- Failure to meet required standard as outlined in initial meeting
- Failure to meet required objectives as outlined in initial meeting
- Poor time keeping and / or attendance

Where a decision to terminate the new starters’ contract has been made, the line manager will meet with the new starter having giving them **seven working days’** notice in writing. The manager will be supported by Human Resources and the new starter may be **represented (see section 9.0)**. The manager will set out clearly the reasons why the new starter has not successfully completed the probationary period, and will give the new starter the opportunity to present his/her case including any mitigation.

The manager may not have sufficient authority to terminate the new starter’s employment i.e. they may not be recognised as a manager who has the authority to dismiss. If this is the case and the manager is contemplating dismissal as a possible outcome he/she must:

- Have discussed this with a senior manager who has the authority to dismiss and a member of Human Resources at least two weeks before the Final Review Meeting. This will allow the senior manager time to review the manager’s recommendations and either agree to dismiss or extend the probationary period.

- Ensure that he/she has authority to terminate (if required) and Human Resources are present at the meeting.

A letter of confirmation should be sent to the new starter no later than seven working days after the meeting and a copy of the letter sent to the Recruitment Services informing the new starter that his/her employment will be terminated due to the unsuccessful completion of the probationary period.

It is NHFT's policy to allow the employee to complete the designated period of probation rather than terminating employment before the probation has come to an end. This is to give the employee a full opportunity to come up to the required standards. If however, there is clear evidence prior to the end of the period of probation that suggests the employee is wholly unsuitable for the role, the line manager should consult with the HR department with a view of terminating the employee's contract early.

It should be noted that the termination of a contract under the Probationary Procedure does not constitute redundancy.

Right to appeal under this Procedure

The employee has a right to appeal against outcomes under Section 7.8 of the Probationary Periods Process. Appeals should clearly outline the reasons for the appeal and must be made within **ten** working days of the date of the letter to the employee advising them of the outcome applied.

The procedure for hearing appeals will follow the appeals procedure that is set out in the Trust's Disciplinary Policy and Procedure.

The decision of the appeal panel will be final.

Right to Be Accompanied

A new starter has the right to be accompanied to any probationary review meetings by a work colleague or trade union representative where the termination of his/her employment is being contemplated.

Should the companion be unable to attend on the chosen day, as long as it is reasonable and normally falls within five working days of the original date, an alternative date may be arranged.

NHFT reserves the right to hold a rearranged meeting if the employee or companion is unable to attend. Should this occur, the new starter and his/her companion should be offered to send in a written submission to be considered at the meeting.

Notice Periods

During the probationary period new starters will be entitled to a one week notice period for each 4 weeks of their contractual notice period (see below) and will be required to give one week's notice should they wish to terminate their contract.

- Band 1-4: 4 weeks contractual notice = 1 week probationary notice.
- Band 5 and 6: 8 weeks contractual notice = 2 weeks probationary notice.
- Band 7 and above: 12 weeks contractual notice = 3 weeks probationary notice.

On successful completion of their probationary period the notice period, as specified in individual contracts of employment will apply.

Suspension of the Probationary Period

There may be situations where the new starter will be absent for a prolonged period. It will be appropriate for the line manager to consider whether the probationary period should be suspended until the member of staff is able to return to work at which point the probationary period will recommence

Suspension of the probationary period should be confirmed in writing to the new starter and a copy placed on file.

Performance Issues after the Probationary Period has expired

Where a new starter successfully completes their probationary period and subsequently their behaviour and / or performance drops to below standards the Trust would expect, they will be managed in accordance with the Trust Procedure for Dealing with Employees Capability – Unsatisfactory Work Performance HRp014. This could lead to dismissal if there is no improvement.

Irregularities discovered during the probationary period

If, during an employee's probation, it is suspected or established that the employee does not have the qualifications, experience or knowledge that he/she claimed to have at the time of recruitment, the matter will be discussed with the employee to establish the facts. If the evidence suggests that the employee misrepresented his/her abilities in any way, the organisation will terminate the employment (giving one week's pay in lieu of notice). If the employee is an existing employee who has been transferred or promoted into a different role, the organisation's normal capability/dismissal procedure must be followed in full.

Training requirements associated with this Procedure

- **Mandatory Training**

There is no mandatory training associated with this procedure.

- **Specific Training not covered by Mandatory Training**

Ad hoc training sessions based on an individual's training needs as defined within their annual appraisal or job description.

How this Procedure will be monitored for compliance and effectiveness

The table below outlines the Trust's monitoring arrangements for this document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

Aspect of compliance or effectiveness being monitored	Method of monitoring	Individual responsible for the monitoring	Monitoring frequency	Group or committee who receive the findings or report	Group or committee or individual responsible for completing any actions
Duties	To be addressed by the monitoring activities below.				
Trends or inconsistencies in application of the procedure will be identified and addressed and any learning/best practice applied as appropriate. All changes will be reported in accordance with the process outlined above. Key Indicators such as numbers of cases where the procedure has been applied will also be kept under review through Human Resources and remedial action/reporting/ recommendations applied as required	To review cases (using the HR database) where this procedure has been applied. This includes the details of cases to be sent from the HR database to Pathways monthly and remedial action/reporting /recommendations applied as required	HR Business Partner who is assigned to the management of the procedure	Annually	HR Team	Pathway Groups to ensure remedial action/ reporting/ recommendations are applied as required
There can be more than one aspect to be monitored so list each separately					
If there is mandatory training associated with this document state the mandatory training here	Training will be monitored in line with the Statutory and Mandatory Training Policy.				
Where a lack of compliance is found, the identified group, committee or individual will identify required actions, allocate responsible leads, target completion dates and ensure an assurance report is represented showing how any gaps have been addressed.					

For further information

Please contact the Assistant Director HR.

Equality considerations

The Trust has a duty under the Equality Act and the Public Sector Equality Duty to assess the impact of Policy changes for different groups within the community. In particular, the Trust is required to assess the impact (both positive and negative) for a number of 'protected characteristics' including:-

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Race
- Religion or belief
- Sexual orientation
- Pregnancy and maternity and
- Other excluded groups and/or those with multiple and social deprivation (for example carers, transient communities, ex-offenders, asylum seekers, sex-workers and homeless people)

Reference Guide

There are no references or bibliography associated with this document

Document control details

Author:	Rosaline Benson
Approved by and date:	TSPF – 18/10/2017
Responsible committee:	TSPF
Any other linked Policies:	-
Policy number:	HRP037
Version control:	1

Version No.	Date Ratified/ Amended	Date of Implementation	Next Review Date	Reason for Change (eg. full rewrite, amendment to reflect new legislation, updated flowchart, minor amendments, etc.)
1	09/11/2017	09/11/2017	09/11/2020	New procedure

APPENDIX 1

The Care Certificate

1.0 The Care Certificate procedure outlines the procedure for managing the **3 months review** period.

1.1 Trust Induction

The induction incorporates the Care Certificate which is to be completed by all Non – Registered staff going through the recruitment process. The induction will be conducted over a **two week period** for new starters followed by up to **8 weeks** on the job assessment of competencies. It is the manager's responsibility to ensure supernumerary status is maintained until essential competencies are assessed and signed off.

Assessment of knowledge

This will be met via an e-learning package completed on the last day of the induction during **week one**, with an extension to complete by the end of the second week if required.

In addition the inductee must complete the 2 day corporate induction and the 3 day moving and handling training.

Assessment of Competencies

1) The inductee will be issued with a Care Certificate competency standard logbook that must be assessed and signed off.

2) The second week of the induction will be undertaken in inductees work areas with

Observations by a Care Certificate assessor during organised visits, this will be undertaken to observe specific Care Certificate competencies.

3) The Care Certificate log book highlights competency standards to be assessed and signed off by the service's practice assessors. The service will allocate and inform the Care Certificate Team of an appropriately qualified practice assessor and the line manager will sign off the logbook to confirm the competency standards have been assessed and achieved before submission.

4) It is the responsibility of the individual undertaking the Care Certificate to complete, maintain and submit their signed off log book within 10 weeks of the induction start date.

Care Certificate Process

1) New substantive staff to the Trust & existing substantive Non-Registered staff with no previous care experience appointed to a clinical role within the Trust

Staff undertaking the Care Certificate have to work full time for the first week in order to complete the induction process.

Week 1: Induction

- 2 day Corporate Induction (for new staff only)

- 2 day Care Certificate Induction
- 1 day completion of on-line training package by **all** recruits (Friday)

Requirement for supernumerary status within week 2. Assessed by the Care Certificate Team who will communicate individual needs to the relevant clinical manager.

Week 2: Within practice work area

- Service Buddy allocated for duration of certificate completion
- Workplace induction
- Observation assessment in practice facilitated by Care Certificate assessors
- Log book supplied, with identified assessment criteria, to be completed and met within the practice area

Study time should be allocated by the manager during the 2nd week to complete the eLearning if required. The knowledge and skills competency standards must be completed within **12 weeks** of starting. Should there be delayed completion, e.g. due to sickness, additional learning needs etc. the line manager and the Care Certificate Team manager should review the circumstances to assess if an extension to complete the requirements is appropriate. If an extension is approved to the probationary period this will be for a maximum of **6 weeks**.

2) Existing substantive clinical Non-Registered staff appointed to a new clinical role within the Trust:

(Non supernumerary status)

- 1 day completion of on-line training package (Friday)
- Buddy allocated for duration of Certificate completion
- Workplace induction
- Within 10 weeks of starting induction - observation by Care Certificate and the service's practice assessors, plus completion and submission of log book

3) Bank Non-Registered Staff

(Supernumerary status until successful completion of observation in practice)

Week 1:

2 day Corporate Induction

1 day completion of on-line training package

Week 2:

Completion of observation in practice facilitated by Care Certificate assessors

Log book to be verified by Nurse in Charge on first 5 practice shifts within Trust

Completion and submission of log book

Care Certificate Award

The Care Certificate will be awarded within **12 weeks** of starting on demonstration of successfully meeting the required Care Certificate Standards through: -

- Knowledge and understanding assessment – E-learning assessment and attendance at the 2 day corporate induction (new staff only), 3 day Care Certificate induction and 3 day moving and handling training.
- Attitudes and skills competency assessments evidenced by the completed and verified log book.

If the employee has performed unsatisfactorily, taking into account any logbook concerns the decision can be made to terminate the employee's employment.

Where a decision to terminate the employee's contract has been made, the line manager will meet with the employee, having given them **7 working days'** notice in writing. The manager will be supported by Human Resources and the employee may be represented. The manager will set out clearly the reasons why the employee has not successfully completed the Care Certificate, and will give the employee the opportunity to present his/her case including any mitigation.

The manager may not have sufficient authority to terminate the new starter's employment i.e. they may not be recognised as a manager who has the authority to dismiss. If this is the case and the manager is contemplating dismissal as a possible outcome he/she must:

- Have discussed this with a senior manager who has the authority to dismiss and a member of Human Resources at least two weeks before the Meeting. This will allow the senior manager time to review manager's recommendations and either agree to dismiss or extend the Care Certificate
- Ensure you have authority to terminate (if required) and Human Resources are present at the meeting.

1.3 A letter of confirmation should be sent to the employee no later than **seven working days** of the meeting and a copy of the letter sent to the Recruitment Services informing the new starter that his/her employment will be terminated due to the unsuccessful completion of the Care Certificate.

APPENDIX 2

PROBATION REVIEW FORM

PLEASE NOTE:

You are **NOT** required to submit a copy of this form to Human Resources where the employee’s performance during probation is satisfactory. However, you **MUST** submit a copy to Human Resources and seek the advice of your HR Business Partner as soon as possible if difficulties arise during the probationary period.

The line manager should ensure that the employee is given a copy of this document at each stage of their probation and should retain the original to monitor progress against set objectives at follow-up meetings.

Probation Record

Employee Name:		
Job Title:		
Band:		
Department		
Post Start Date:		
Line Manager:		
	Date Due	Please tick when completed
First Review meeting		
Optional Second review:		
6-month review:		

PART 1: First Review Meeting (Following Induction before 8 weeks)

This section should be completed by the line manager within a week of the employee commencing their employment.

SECTION A: Objectives

The line manager should identify specific objectives for the employee. These will be statements of what should be achieved during the probationary period, including indicators of success and timescales for achievement.

SECTION B: Development Plan

To support the employee in achieving these objectives, the line manager should identify any training and development needs and specify how and when these needs will be addressed during the probationary period.

Employee's Signature:	
Manager's Signature:	
Date:	

PART 2 – Optional Second Review between 12 – 14 weeks) -

To be completed by the Line Manager in discussion with the employee.

<i>(please tick)</i>	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships (team work and interpersonal communication skills)				
Competency in the role				
If any areas of performance, conduct or attendance require improvement please provide details below.				
Where concerns have been identified, please summarise how these will be addressed during the remaining period of probation.				

Summarise the employee's performance and progress over the period			
Have the objectives identified for this period of the probation been met?	YES / NO	If NO, what further action is required?	Review Date
Have the training / development needs identified for this period of the probation been addressed?	YES / NO		
Employee's Signature:			
Manager's Signature:			
Date:			

PART 3 – Final Review

To be completed by Line Manager in discussion with the employee.

<i>(please tick)</i>	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				

Time Keeping				
Work relationships (team work and interpersonal communication skills)				
Competency in the role				
Have the objectives identified for the probationary period been met?	YES / NO	If NO, please provide details		
Have the training / development needs identified for the probationary period been addressed?	YES / NO			
Summarise the employee's performance and progress over the period				
Is the employee's appointment to be confirmed?				YES / NO
If NO, please provide reasons below and summarise what action has been taken to address any difficulties which have arisen during the probationary period.				
The employee may provide any comments about their experience of the probationary process here.				
Should the employee's probationary period be extended?				YES / NO
If YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.				

Length of the extension (max 2 months):	
New Probation Period completion date:	
Employee's signature:	
Manager's signature:	
Date:	

PROBATION REVIEW ACTION PLAN TO SUPPORT STAFF

Employee Name:				
Date:				
Managers Name:				
Area of concern	Specific Objective(s)	Timescale to achieve objective(s)	Resources required or support needed	How will success be measure or identifiable
Employees signature:..... Date:.....				
Managers signature:..... Date:.....				

EQUALITY ANALYSIS REPORT – APPENDIX 4

Equality Analysis Report									
Name of function:	HR Procedure Probationary Periods								
Date:									
Assessing officers:									
Description of policy including the aims and objectives of proposed: (service review/redesign, strategy, procedure, project, programme, budget, or work being undertaken):									
<p>The Probationary Period procedure has been developed to enable both new members of staff to demonstrate their suitability to undertake all duties of their appointed role and for the line manager to outline the required and expected standard of performance for the position, ensuring that the principles which underpin this procedure are applied consistently and fairly across the Trust and to promote and enable health, safety and wellbeing for all.</p>									
Evidence and Impact – provide details data community, service data, workforce information and data relating specific protected groups. Include details consultation and engagement with protected groups.									
<p>Evidence base:</p> <ul style="list-style-type: none"> ▪ NHFT Equality Information Report August 2012 ▪ Northampton County Council :Northamptonshire Results: 2011 Census Data Summary 									
	Corby	Daventry	East Northants	Kettering	Northampton	South Northants	Wellingborough	Northants	England
2001	53,400	72,100	76,600	82,200	194,200	79,400	72,500	630,400	49,449,700
2011	61,100	77,700	86,800	93,500	212,100	85,200	75,400	691,900	53,012,500
% rise	14.4%	7.8%	13.3%	13.7%	9.2%	7.3%	4.0%	9.8%	7.2%
<ul style="list-style-type: none"> ▪ Ethnicity: 85.7% (White) and 14.3% (BME)- 1.75% (dual heritage); 4.01% (Asian); 2.5%(Black including British, African and Caribbean) ; 0.85 % (Chinese) ; 6.05 % (white other EEA, polish, Gypsy & Traveller) ▪ Gender: 49.6% males; 50.4% females (including 1% transgender) ▪ Disabled people: 19% (including 3.5 % < aged under 18) ▪ Faith communities: 71% Christian; 29% minority faith: (includes Hindu, Muslim, Sikh, atheists, non-belief) ▪ Sexual orientation (gay, lesbian or bisexual): 5 - 7% (Stonewall estimate) 									
Service Information: provide any relevant service data or information to inform the Equality Analysis including service user feedback, external consultation and engagements or research.									

Equality Analysis Report			
Name of function:		HR Procedure Probationary Periods	
Date:			
Protected Groups (Equality Act 2010)		<p>STAGE 3: Consider the effect of our actions on people in terms of their protected status?</p> <p>The law requires us to take active steps to consider the need to:</p> <ul style="list-style-type: none"> ▪ Eliminate unlawful discrimination, harassment and victimisation. ▪ Advance equality of opportunity ▪ Foster good relations with people with and with protected characteristic <p>Identify the specific adverse impacts that may occur due to this policy, project or strategy on different groups of people. Provide an explanation for your given response.</p>	
Age		Age related stereotyping or negative attitudes: In compliance with the Equality Act 2010 this policy will be applied equally to all members of staff and will not allow a person's age to impact on the fair and equal application of the policy.	
Disability		No specific adverse impacts have been identified for people with a disability in the implementation of a Probationary Period Procedure o specific adverse impacts have been identified for people with a disability in the implementation of a Probationary Period Policy	
Gender (male, female and transsexual, including pregnancy and maternity)		No specific adverse impacts have been identified for people with a disability in the implementation of a Probationary Period Procedure	
Gender reassignment		No specific adverse impacts have been identified for people with a disability in the implementation of a Probationary Period Procedure	
Sexual orientation (including marriage & civil partnerships)		No specific adverse impacts have been identified for people with a disability in the implementation of a Probationary Period Procedure	
Race		No specific adverse impacts have been identified for people with a disability in the implementation of a Probationary Period Procedure	
Religion or Belief (including non-belief)		No specific adverse impacts have been identified for people with a disability in the implementation of a Probationary Period Procedure	
Equality Analysis outcome: Having considered the potential or actual effect of your project, policy etc, what changes will take place?			
New Probationary Periods Procedure will be communicated within the Trust and made available on the HUB.			
Action Plan			
Issue to be addressed	Action	Who	Date to be completed
N/A			

Equality Analysis Report			
Name of function:	HR Procedure Probationary Periods		
Date:			
N/A			
Ratification – a completed copy of the Equality Analysis form must be sent to Equality and Inclusion Officer to be approved.			
Approving Officers			
Date of completion:			