- Police Staff Probation Policy and Procedure

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>P03:2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation date</td>
<td>November 2012</td>
</tr>
<tr>
<td>Version Number</td>
<td>1.6</td>
</tr>
</tbody>
</table>

### Linked documents

<table>
<thead>
<tr>
<th>Reference No:</th>
<th>Name.</th>
</tr>
</thead>
<tbody>
<tr>
<td>P05:2005</td>
<td>Management of Staff with Disabilities policy and procedure</td>
</tr>
<tr>
<td>P12:2000</td>
<td>Management of Change Policy and Procedure</td>
</tr>
</tbody>
</table>

### Suitable for Publication

<table>
<thead>
<tr>
<th>Section</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Section</td>
<td></td>
</tr>
<tr>
<td>Procedure Section</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Protective Marking

Not Protectively Marked

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE FORCE INTRANET POLICIES SITE.
# Table of Contents

1 **Policy Section** ................................................................................................................................. 3
   1.1 Statement of Intent – Aim and Rationale ................................................................................ 3
   1.2 Our Visions and Values ............................................................................................................. 3
   1.3 People, Confidence and Equality ............................................................................................ 4

2 **Standards** ....................................................................................................................................... 4
   2.1 Legal Basis .................................................................................................................................. 4
   2.2 People, Confidence and Equality Impact Assessment ............................................................... 5
   2.3 Monitoring / Feedback ............................................................................................................... 5

3 **Procedure Section** .......................................................................................................................... 6
   3.1 Principles of Probationary Procedure ....................................................................................... 6
   3.2 Procedural Responsibilities ......................................................................................................... 8
   3.3 Confirmation of Probation .......................................................................................................... 11
   3.4 Extension to Probation Period ................................................................................................... 11
   3.5 Formal Probation Interview ....................................................................................................... 12
   3.6 Sickness during Formal Probation Hearing .............................................................................. 13
   3.7 Termination of Employment ...................................................................................................... 14
   3.8 Appeal ....................................................................................................................................... 14

4 **Consultation and Authorisation** ........................................................................................................ 16
   4.1 Consultation ................................................................................................................................ 16
   4.2 Authorisation of this version ....................................................................................................... 16

5 **Version Control** ............................................................................................................................... 16
   5.1 Review .......................................................................................................................................... 16
   5.2 Version History ............................................................................................................................ 16
   5.3 Related Forms ............................................................................................................................. 17
   5.4 Document History ....................................................................................................................... 18
1 Policy Section

1.1 Statement of Intent – Aim and Rationale

To establish guidelines for the implementation of a probationary period for Dorset Police staff which provides the opportunity for police staff to demonstrate by performance and attendance that they are suitable for the role that they have been appointed.

The procedure will provide detailed guidance for managing a member of police staff’s performance and attendance during their probationary period in the organisation, in order to be in a position to confirm, extend or terminate appointment.

This policy/procedure applies to all police staff employed by both the Chief Constable and the Police and Crime Commissioner. Therefore, there may be occasions when the Police and Crime Commissioner requires access to specialist HR resources/skills employed by the Chief Constable to support the agreed processes.

1.2 Our Visions and Values

Dorset Police is committed to the principles of “One Team, One Vision” – A Safer Dorset for You

Our strategic priority is to achieve two clear objectives:

- To Make Dorset Safer
- To Make Dorset Feel Safer

In doing this we will act in accordance with our values of:

- Integrity
- Professionalism
- Fairness and
- Respect

National Decision Model

The National Decision Model (NDM) is the primary decision-making model used in Dorset Police. The NDM is inherently flexible and is applied to the development and review of all policy, procedure, strategy, project, plan or guidance. Understanding, using and measuring the NDM ensures that we are able to make ethical (see Code of Ethics), proportionate and defensible decisions in relation to policy, procedure, strategy, project, plan or guidance.

Code of Ethics

The Code of Ethics underpins every day policy, procedures, decision and action in policing today. The Code of Ethics is an everyday business consideration. This document has been developed with the Code of Ethics at the heart ensuring consideration of the 9 Policing principles and the 10 standards of professional behaviour. Monitoring is carried out through the Equality Impact Assessment process which has been designed to specifically include the Code of Ethics.
1.3 People, Confidence and Equality

This document seeks to achieve the priority to make Dorset feel safer by securing trust and confidence. Research identifies that this is achieved through delivering services which:

1. Address individual needs and expectations
2. Improve perceptions of order and community cohesion
3. Focus on community priorities
4. Demonstrate professionalism
5. Express Force values
6. Instil confidence in staff

This document also recognises that some people will be part of many communities defined by different characteristics. It is probable that all people share common needs and expectations whilst at the same time everyone is different.

Comprehensive consultation and surveying has identified a common need and expectation for communities in Dorset to be:-

- Listened to
- Kept informed
- Protected, and
- Supported.

2 Standards

2.1 Legal Basis

The Employment Rights Act 1996 legislates that employers have a duty to give an employee a written statement of particulars of employment. Probationary periods are included in contracts of employment and employers have a duty to:

- Recognise that placing new employees on probation does not confer a different legal status on them.
- Recognise that probationary employees are protected in respect of dismissals relating to breaches of contract, equal opportunities legislation and certain statutory rights.
- Set out the terms of the probationary period in the employee’s contract of employment.
- State any difference in the amount of notice due during the probationary period.
- Set out the terms of any extension to the probationary period in writing.
- Comply with reasonable probationary period terms agreed to in their contract of employment.
2.2 People, Confidence and Equality Impact Assessment

During the creation of this document, this business area is subject to an assessment process entitled “People, Confidence and Equality Impact Assessment (EIA)”. Its aim is to establish the impact of the business area on all people and to also ensure that it complies with the requirements imposed by a range of legislation.

2.3 Monitoring / Feedback

The HR Specialist officer, Core HR, will be responsible for overseeing this procedure to ensure a consistent Force approach is maintained. Monitoring will be primarily carried out subject to Force processes of continuing review.

Feedback relating to this procedure can be made in writing or by e-mail to:

Address: HR Specialist (Core HR), Organisational Development Department, Dorset Police, Winfrith, Dorset, DT2 8DZ

E-mail: ian.coombs@dorset.pnn.police.uk

Telephone: 01305 223724
3 Procedure Section

3.1 Principles of Probationary Procedure

3.1.1 New members of police staff will be required to complete a 6-month probationary period. This period can be varied dependent on the training required for the role that the member of staff has been appointed, whereby the probationary period may be extended to 12 months. Control Room Operator and Crime Scene Investigator posts carry a 52-week probation period; in such cases, the probationary period may be extended (normally by three months) during this time the line manager will be responsible for ensuring that the individual meets the standards of behaviour, performance and attendance expected by the force.

3.1.2 The probationary period provides a specific period of time during which the employee is expected to demonstrate, by performance and attendance that they are suitable for the role to which they have been appointed.

3.1.3 The notice period during the employee’s probationary period will be the statutory minimum (one week) by either side. Once the probationary period has been completed, a longer notice period will apply. This notice period also applies to a Relief (Casual) Worker.

3.1.4 Probationary periods may be extended, by up to three months if performance or attendance causes concern during the probationary period. The terms of any such extension to the probationary period must be set out in writing.

3.1.5 The line manager will conduct regular performance reviews throughout the probationary period. Employee’s will be expected to establish their suitability for the post and be the subject of written reports from their line manager on the first day of employment and progress reports at intervals of 8, 14, 22 weeks after commencement of employment.

3.1.6 There will be the requirement to calculate the new employee’s predicted Bradford Factor Score during the regular performance reviews throughout the probationary period. The progress reports at intervals of 8, 14, 22 (and, if applicable, 36 and 48) weeks after commencement of employment will include a ‘Probation Period Bradford Factor Score Calculator’ to assist the line manager.

3.1.7 Details of the ‘predicted’ Bradford Factor Score should be documented on the probationary service report and in cases where the ‘predicted ‘Bradford Factor Score exceeds the trigger level (192 over a 12 month period/over four periods of absence in 12 months, on receipt of the form, the HR Service Support Team must forward the report to the HR Business Support Team for advice in relation to any Occupational Health support that is required.

3.1.8 If new employees are not meeting the requirements of the role during the probationary period, the line manager will be required to identify the individual’s development needs and provide supportive action via a Performance or Attendance Action Plan to assist the individual to perform effectively. During this time the individual will not be eligible to apply for other roles, unless there is a restructure and other staff are either ‘under review’ or ‘at risk’.
3.1.9 This procedure applies to all police staff, including Police Community Support Officers.

3.1.10 This procedure applies to Relief (Casual) workers during their probationary period, who will be expected to establish their suitability for the work they are performing on an ‘as and when’ basis. Given the nature of the work an extension of this probationary period may be deemed necessary.

3.1.11 The procedure will provide detailed guidance for managing a member of police staff’s performance during their probationary period in the organisation, in order to be in a position to confirm, extend or terminate appointment.

3.1.12 Probationary periods can be used to phase in a pay increase in the case of a post that has a competency level that should be reached before progression to the higher grade of the post. In cases where the probationary period is 12 months, it is possible that progression above the bar can take place before the 12 month period ends. However, in such cases, it should be noted that progression above the bar is not a confirmation of successful completion of the probationary period. Progression above a salary bar should be notified to the HR Service Support Team via e-mail to Human Resources.

3.1.13 The Force Attendance Support and Performance Support Procedures for Police Staff will not apply during the probationary period.

3.1.14 This procedure only applies to performance and attendance issues during the probationary period. It is not intended to deal with matters of misconduct, which will be taken forward under the Police Staff Disciplinary Policy.

3.1.15 Once an employee has completed the probationary period, any further action in relation to performance, attendance or misconduct will be dealt with within the guidelines of the Force Attendance Support, Performance Support Procedure and Police Staff Disciplinary Procedure for Police Staff.

3.1.16 Police staff who have transferred from other police staff roles whereby they have successfully completed a probationary period, do not fall under the remit of this policy.

3.1.17 In cases where an employee is redeployed to another role during their probationary period, they will be required to continue and successfully complete their 6-month probationary period. Any offer of redeployment will include a trial period as per the Management of Change Policy and the trial period may be extended for the purposes of retraining.

3.1.18 Police staff recruited via external recruitment will be subject to a contract which will state that to enable them to apply for other internal vacancies via the Force’s Restricted Recruitment Process, they will need to serve at least 12 months in the role they have been appointed to.

3.1.19 The probationary period provides a specific period of time during which the employee is expected to demonstrate, by performance and attendance that they are suitable for the role to which they have been appointed.
3.2 Procedural Responsibilities

3.2.1 First Line Managers Responsibilities

3.2.1.1 The relevant line manager will provide induction, training and support to assist staff to develop the necessary skills and competencies, which will enable them to successfully complete their probationary period.

3.2.1.2 During the local induction procedure, line managers should explain the requirements of the employee’s particular role, the associated standards of behaviour and performance expected by the force and the force’s expectations to regular and reliable attendance at work.

3.2.1.3 The line manager must ensure that probationary review meetings are arranged at the following intervals:

- First day of employment;
- After 8 weeks of employment;
- After 14 weeks of employment;
- After 22 weeks of employment (or final probationary report for staff with a 26 week period of probation);
- After 36 weeks of employment (for staff with a 1 year probationary period).
- After 48 weeks of employment (final probationary report for staff with a 52 week period of probation).

3.2.1.4 Measures of performance and attendance should be documented on Probationary Service Reports to support the decision making process in respect of confirmation of the individual’s employment.

3.2.1.5 The line manager is responsible for presenting the employee with the opportunity to discuss his or her work concerns during the probationary review meetings and for dealing with any concerns raised appropriately.

3.2.1.6 This schedule of review meetings does not preclude a line manager from holding more frequent development meetings. In cases where underperformance is identified, meetings should be held at least fortnightly.

Police Staff Probationary Service First Day / Week Meeting

3.2.1.7 The first day/week probationary service check list must be completed by the line manager during discussion with the employee within the first day/week of employment. The employee must sign the Induction Pack Declaration and Official Secrets Act. The completed forms should be forwarded to the Service Support Team, HR Department.

3.2.1.8 Attendance at the Force Induction Course is a mandatory requirement and should be arranged by the line manager.

3.2.1.9 The line manager must ensure that where an employee has a disability, any reasonable adjustments are in place. In such cases, advice must be sought from the HR Business Support Team.
Police Staff Probationary Service Meeting – 8 Weeks Service

3.2.1.10 A probationary service meeting must take place at the end of 8 weeks service for all newly appointed Dorset Police staff employees. This meeting should be conducted by the line manager and should be an assessment as to whether satisfactory performance and attendance have been achieved. During the meeting the 8-week probationary service report should be completed and a copy provided to the employee.

3.2.1.11 Details of the meeting, evidence of performance, attendance and any action to be taken by either the employee or line manager (including supportive action) should be documented on the probationary service report to support the decision making process in respect of confirmation of the individual’s employment. If performance and attendance are to an acceptable standard, the completed forms should be forwarded to the Service Support Team, HR Department, via e-mail to .Human Resources.

3.2.1.12 The line manager will be required to identify at the earliest opportunity if the required standards of performance or attendance are not being met. In such cases the line manager should discuss the concerns with the employee and agree an action plan to remedy the situation.

3.2.1.13 The HR Business Support Team should be contacted at this stage for advice. Any difficulties with performance or attendance should be addressed at an early stage and action plans formulated to provide the necessary clarity and support to employees to help them meet the standards required.

3.2.1.14 The HR Business Support Team will provide advice in relation to any Occupational Health support that is required due to attendance issues.

3.2.1.15 The line manager will be required to identify the individual’s development needs and provide supportive action via a Performance or Attendance Action Plan to assist the employee to perform effectively, organising any relevant training or support.

3.2.1.16 The HR Business Partner will provide advice and support to the line manager, where required.

Police Staff Probationary Service Meeting – 14 Weeks Service

3.2.1.17 A further probationary service meeting must take place at the end of 14 weeks service. This meeting should be conducted by the line manager and should be an assessment as to whether satisfactory performance and attendance has been achieved.

3.2.1.18 During the meeting the 14-week probationary service report should be completed and a copy provided to the employee.

3.2.1.19 Details of the meeting, evidence of performance, attendance and any action to be taken by either the employee or line manager (including supportive action) should be documented on the probationary service report to support the decision making process in respect of confirmation of the individual’s employment.

3.2.1.20 If performance and attendance is at an acceptable standard, the completed forms should be forwarded to the Service Support Team, HR Department, via e-mail to .Human Resources.
3.2.1.21 The line manager will be required to formally record any concerns surrounding unsatisfactory standards of performance and attendance. Any difficulties in these areas should be dealt with at an early stage and action plans formulated to provide the necessary clarity and support to employees to help them meet the standards required.

3.2.1.22 Probationary periods may be extended, by up to three months if performance or attendance causes concern. The terms of any such extension to the probationary period must be set out in writing.

3.2.1.23 If the required standards of performance or attendance have not been met and there is continuing doubt regarding the employee’s suitability for the post, the Senior HR Business Partner will review the evidence and refer the probationary reports to the Personnel Manager, HR Business Support for consideration as to whether a formal probationary interview should be held. The interview should take place at the earliest opportunity once the problem has been identified.

**Police Staff Final Probationary Service Meeting – 22 Weeks Service**

3.2.1.24 The final probationary service meeting must take place at the end of 22 weeks service and should be a full assessment as to whether satisfactory performance and attendance have been achieved.

3.2.1.25 This meeting should be conducted by the line manager and the final probationary report completed during discussion with the employee.

3.2.1.26 The employee’s performance and progress will be based on the probation assessments during the period of employment and if it is considered that the probation period has been successfully completed and the employee has attended the mandatory Induction Course, the line manager can confirm probation.

3.2.1.27 The employee should be advised that they have successfully completed their probationary period and the completed form should be forwarded to the Service Support Team, HR Department, via e-mail to .Human Resources.

3.2.1.28 If the employee has not attained the appropriate standards of performance or attendance after 22 weeks and the line manager recommends that the probationary service should be extended; advice must be sought from the Senior HR Business Partner.

3.2.1.29 The probationary period will only be extended in cases where the Senior HR Business Partner considers it appropriate.

3.2.1.30 Probationary periods may be extended, by up to three months if performance or attendance causes concern. The terms of any such extension to the probationary period must be set out in writing.

3.2.1.31 In cases where the employee has not attained the appropriate standards of performance or attendance after 22 weeks and the line manager recommends the employee is unsuitable for confirmation of appointment; the Senior HR Business Partner will review the evidence within the probationary reports and decide whether a formal probationary interview should be held or the probationary period extended.
3.2.1.32 The Personnel Manager, HR Business Support is responsible for deciding whether to terminate the employment of those employees’ that do not successfully complete their probation period.

3.2.1.33 In cases where new members of police staff are required to complete a one-year probationary period; a further probationary service meeting will take place at the end of 36 weeks service and the final probationary service meeting must take place at the end of 48 weeks service. During this time the line manager will be responsible for ensuring that the individual meets the standards of behaviour and performance expected by the Force.

3.3 Confirmation of Probation

3.3.1 At the conclusion of the probationary period, the final probationary report must be completed by the line manager during discussion with the employee and endorsed by the HR Business Support Team. Subject to satisfactory service, the employee should be advised that they have successfully completed their probationary period.

3.3.2 A copy of the final probationary report should be endorsed by the 2nd line manager to confirm that the employee has successfully completed the period of probationary service for the post and the completed form e-mailed to Human Resources with a copy to the employee.

3.3.3 All employees, except Police Community Support Officers, must attend the mandatory Induction Course; it is the responsibility of the line manager to ensure that the employee has attended the mandatory induction course.

3.4 Extension to Probation Period

3.4.1 If the employee has not attained the appropriate level of performance or attendance after 22 weeks of employment (or 48 weeks of employment for staff with a one-year probationary period) and the line manager or HR Business Partner recommends that the probationary service should be extended, the Senior HR Business Partner should be consulted. The probationary period will only be extended in cases where the Senior HR Business Partner considers it appropriate.

3.4.2 Where the performance issues relate to attendance or health, the Force’s established Bradford Factor formula should be used to determine an individual’s suitability on attendance grounds. As a general rule, individual’s who have a Bradford Factor score over the trigger level of either 192 points, or more than four separate periods of sickness during a 12 month period would be considered unsuitable on attendance grounds. Therefore, it will be necessary in some cases to calculate a projected 12 month Bradford Factor score. However, it should be noted that certain exclusions may apply, i.e. pregnancy/disability absences may be discounted.

3.4.3 In cases where performance or attendance issues are related to disability, reference should be made to the Management of Staff with Disabilities Policy and advice must be sought from the Force Strategic People, Confidence and Equality Manager.

3.4.4 Probation will only be extended in circumstances where it is considered that further support will enable the employee to meet the required standard and should not be
extended beyond 12 months, as suitability for the role should be able to be assessed up to that period. The terms of any such extension to the probationary period must be set out in writing.

3.4.5 In cases where the probation period is extended, it is important to set out the terms of the extension in writing, making clear:

- In what ways the employee’s performance or attendance has fallen short of the requirements.
- The length of the extension.
- The performance or attendance standards that must be met within such a period.

3.4.6. In cases where new members of police staff are required to complete a one-year probationary period. If the employee has not attained the appropriate level of performance or attendance after 48 weeks of employment and the line manager recommends that the probationary service should be extended; advice must be sought from the Senior HR Business Partner.

3.5 Formal Probation Interview

3.5.1 If the required standards of performance and attendance have not been met and there is continuing doubt regarding the employee’s suitability for the post, the Personnel Manager, HR Business Support should be consulted and a formal probation interview will be arranged. The interview should take place at the earliest opportunity.

3.5.2 The HR Business Partner will advise the employee in writing of the purpose of the meeting together with an outline of the unsatisfactory performance or attendance issues.

3.5.3 The employee must be given a minimum of five working days notice of the interview in order to adequately prepare and make suitable arrangements to be accompanied.

3.5.4 The Personnel Manager, HR Business Support, together with the Senior HR Business Partner and an appropriate employee to take notes, will conduct the interview. The line manager involved in the probationary review procedure will also be required to attend the interview to outline the concerns that they have expressed regarding the employee’s areas of unsatisfactory performance or attendance and the support and assistance that they have provided.

3.5.5 Where the performance issues relate to attendance or health, the Personnel Manager, HR Business Support must ensure that they have up to date advice on the employee’s medical condition from the Force’s Occupational Health provider. In cases where performance or attendance issues are related to pregnancy/disability, advice must be sought from the Force Strategic People, Confidence and Equality Manager.

3.5.6 The employee has the right to be accompanied by a trade union representative or colleague at any formal probation interview. The trade union representative or colleague will be invited to make representations at the appropriate stage of the meeting.
3.5.7 During the meeting the employee’s general level of performance will be discussed, including areas of unsatisfactory performance or attendance. The particular areas of unsatisfactory performance will be highlighted.

3.5.8 The purpose of the probation interview is to review the evidence within the probation reports and determine the employee’s suitability for the post. Throughout the interview the views of the employee will be taken into consideration and the line manager will outline the concerns that they have expressed regarding the employee’s areas of unsatisfactory performance or attendance and the support and assistance that they have provided.

3.5.9 The Personnel Manager, HR Business Support must satisfy himself/herself that they have heard all the relevant information and that the appropriate support and guidance has been provided to the employee to assist them to reach the required standard of performance.

3.5.10 In cases where the employee has not demonstrated sufficient improvement in their level of performance or attendance the Personnel Manager, HR Business Support may consider termination of employment.

3.5.11 If it is decided to extend the probation period, arrangements will be made for the formal monitoring of performance for the remainder of the probationary period.

3.5.12 This would normally involve weekly performance reviews with the line manager. A reasonable period of time will be determined for the necessary improvement to take place.

3.5.13 A date will be determined for a further probation interview, at which time a decision will be made as to the confirmation / non-confirmation of the appointment.

3.5.14 The Senior HR Business Partner will confirm the outcome of the formal probation interview in writing and a copy of this letter, together with the notes of the issues discussed during the interview, will be placed on the employee’s personal file.

3.5.15 The Personnel Manager, Business Support is responsible for deciding whether to terminate the employment of those employees that do not successfully complete their probation period.

3.6 **Sickness during Formal Probation Hearing**

3.6.1 An employee who reports sick once they have been informed of the requirements to attend a Formal Probation Hearing should report their absence in the usual way.

3.6.2 In cases where an employee is sick and unable to attend a Formal Probation Hearing, the process may be delayed for up to four weeks upon receipt of a suitable medical certificate. If after a four week delay the employee is still too ill to attend, a further four week delay will be considered, subject to the individual being assessed by the Force Medical Officer and a clear medical view being presented that the recovery will take place within this timeframe. No further delays will be considered beyond this and relevant proceedings will continue in the individual’s absence if this becomes necessary.
3.6.3 If it is necessary to proceed with a Formal Probation Hearing in the absence of the employee, they will be afforded the opportunity of appointing a trade union representative or a Dorset Police work colleague to attend the meeting on their behalf, and/or submitting written representation/evidence.

3.6.4 For the avoidance of doubt, sickness absence will only temporarily delay, rather than prevent the Force from progressing a performance issue.

3.7 **Termination of Employment**

3.7.1 It should be noted that termination of employment could take place at any time within the probation period where it becomes clear to a line manager that the employee will not reach the standards required, even if additional support was granted and having made any reasonable adjustments.

3.7.2 The Personnel Manager, Business Support is responsible for deciding whether to terminate the employment of those employees that do not successfully complete their probation period.

3.7.3 Where a meeting is held to consider the termination of an employee’s employment, the employee has the right to be accompanied by a trade union representative or work colleague. The role of the trade union representative or work colleague is restricted to supporting the employee, for example providing clarity on the issues raised.

3.7.4 The employee will be given one week’s notice in writing of the termination of their appointment.

3.8 **Appeal**

3.8.1 An employee has the right to appeal against their dismissal.

3.8.2 Appeals can be made on the following grounds:

- A procedural error or abuse of the process has occurred;
- New evidence has come to light which could not reasonably have been available during the Formal Probation Hearing.

3.8.3 An appeal should be made in writing, stating the grounds on which it is based and should be submitted to the Head of Personnel Services within ten working days of the issue of the written termination of their appointment.

3.8.4 Appeals against dismissal will be heard by the Ethics and Appeals Sub-Committee of the Joint Independent Audit Committee which comprises members of the Joint Independent Audit Committee, providing an independent forum.

3.8.5 The Presiding Officer will normally present the case for the Force and the Ethics and Appeals Sub-Committee of the Joint Independent Audit Committee will have an independent professional HR Advisor present throughout the proceedings. The Chief Executive is responsible for the administrative arrangements for the Appeal Hearing and will also attend the hearing.
3.8.6 Appeal Hearings should be heard without unreasonable delay. If an Appeal Hearing takes place outside the notice period, the employee’s termination date will stand, however, in the event that they are reinstated, the employee’s pay will be appropriately backdated to the date of the termination.

3.8.7 Appeals will normally be conducted by reviewing the decision made and in such cases the Appeal Hearing will only consider the decision taken by the relevant party was a reasonable one for him/her to have taken in the light of all the evidence and circumstances presented at the Formal Probation Hearing.

3.8.8 If the appeal is made on the basis of procedural error, or that new evidence has come to light, the Appeal Hearing will determine whether or not the procedural error, or the new evidence that has come to light, requires the Force to convene a further Formal Probation Hearing. In determining that a Formal Probation Hearing is required to take place, the Appeal Hearing will direct whether a full new hearing should take place or the original hearing should be reconvened.

3.8.9 The employee is entitled to be accompanied by a trade union representative or a work colleague at the Appeal Hearing.

3.8.10 Appeals heard by the Ethics and Appeals Sub-Committee of the Joint Independent Audit Committee will be conducted as follows:

- The employee or his/her representative will set out the grounds of the appeal and if appropriate call any witnesses;
- The Presenting Officer will have the opportunity to question the employee, his/her representative and any witnesses;
- The Presenting Officer will put forward his/her case and call any witnesses;
- The employee/representative will have the opportunity to question the Presenting Officer and any witnesses;
- The Chairman and members of the Sub-Committee may question either party throughout the proceedings;
- Both parties have the right to summarise their cases, but not to introduce any new evidence in the summary. The employee or his/her representative will speak last;
- All parties will withdraw leaving the Sub-Committee to consider the appeal;
- If there is a need for the Sub-Committee to recall either party to clarify any point, both parties will be invited to return;

3.8.11 In general the decision of the Ethics and Appeals Sub-Committee of the Joint Independent Audit Committee will be made known to both sides at the end of the Appeal Hearing but exceptionally within 24 hours.

3.8.12 There are two possible outcomes to an appeal:

- The appeal is allowed;
- The appeal is dismissed.

3.8.13 The decision of the Ethics and Appeals Sub-Committee of the Joint Independent Audit Committee should be confirmed in writing by the Chief Executive within ten working days of the hearing.
4 Consultation and Authorisation

4.1 Consultation

<table>
<thead>
<tr>
<th>Version No:</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police &amp; Crime Commissioner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Federation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendents Association</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNISON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Relevant Partners (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2 Authorisation of this version

<table>
<thead>
<tr>
<th>Version No: 1.6</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared:</td>
<td>Mr I Coombs</td>
<td></td>
<td>05/02/15</td>
</tr>
<tr>
<td>Quality assured:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorised:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5 Version Control

5.1 Review

Date of next scheduled review | Date: 7th August 2014

5.2 Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Reason for Change</th>
<th>Created / Amended by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td></td>
<td>Initial Document</td>
<td>Mrs L Tong</td>
</tr>
<tr>
<td>1.1</td>
<td>06.11.2012</td>
<td>Amendments to Section 11, 'Appeal process' to reflect that appeals against dismissal will be heard by members of the Staff Appeals Sub-Committee.</td>
<td>Mrs L Tong</td>
</tr>
<tr>
<td>1.2</td>
<td>30.05.2013</td>
<td>Amendments to Section 11, 'Appeal process' to reflect that appeals against dismissal will be heard by members of the Ethics and Appeals</td>
<td>Mrs L Tong</td>
</tr>
</tbody>
</table>
Sub-Committee of the Joint Independent Audit Committee.

Paragraph 4.16 included to reflect that ‘Police staff recruited to a post externally will need to serve at least 12 months in the role prior to applying for other internal vacancies’. This is in line with the Restricted Recruitment Process.

Policy amended to include that prior to the line manager confirming the employee’s appointment at the end of the probationary period, mandatory consultation must take place with the HR Business Support Team to ensure there are no performance or attendance issues.

Policy amended to reflect the requirement to calculate the new employee’s predicted Bradford Factor Score during the regular performance reviews throughout the probationary period. The progress reports at intervals of 8, 14, 22 (and, if applicable, 36 and 48) weeks after commencement of employment will include a ‘Probation Period Bradford Factor Score Calculator’ to assist the line manager.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.3 15.01.2014 Amendment to Force Bradford Factor Score Mrs L Tong

1.4 18/3/14 Insertion of stage 2 transfer paragraph into section 1.1. Kate Berchem (Force Policy Coordinator)

1.5 24/11/14 The policy has been reviewed in preparation for NICHE implementation (April 2015), no changes necessary Policy Co-ordinator (6362)

1.6 5/2/15 Amendments to Bradford factor trigger levels Mr I Coombs

5.3 Related Forms

<table>
<thead>
<tr>
<th>Force Ref. No.</th>
<th>Title / Name</th>
<th>Version No.</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Police Staff Probation Policy and Procedure P03:2011 v1.6 17
### 5.4 Document History

<table>
<thead>
<tr>
<th>Present Portfolio Holder</th>
<th>Mrs N Anderson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Document Owner</td>
<td>Mrs L Tong</td>
</tr>
<tr>
<td>Present Owning Department</td>
<td>Human Resources</td>
</tr>
</tbody>
</table>

Details only required for version 1.0 and any major amendment ie 2.0 or 3.0:

<table>
<thead>
<tr>
<th>Name of Board:</th>
<th>Workforce Planning Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved:</td>
<td>6 August 2013</td>
</tr>
<tr>
<td>Chief Officer Approving:</td>
<td>Mr G Smith</td>
</tr>
</tbody>
</table>

*Template version January 2013*