



# **MIDSOMER NORTON TOWN COUNCIL**

## **Induction and Probation Policy**

Adopted by Council:13<sup>th</sup> May 2024

Review Date:2025

# Induction and Probation Policy

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## **Aims of the Policy**

This policy outlines the probation period and induction process for all new staff joining Midsomer Norton Town Council.

## **Probationary Procedure**

All new staff must successfully complete a 6 month probation period, which can be extended by 2 months and if necessary and by a maximum of 3 months if there are extenuating circumstances.

During probation, if the employee's performance is unsatisfactory, the Council can issue 1 month's notice of intention to terminate employment.

The completion of the induction checklist (Appendix 1) is required to confirm the conclusion of the probation period.

The probation period of the Town Clerk should follow the same process as any other member of staff; however, the objectives should be set by the Staffing Committee and should be in line with the Strategic Objectives of the Town Council. The performance reviews should be held at the appropriate time by the Chair of the Staffing Committee accompanied by one other member of the Staffing Committee if required.

## **Extension of Probationary Period**

Probation may be extended if the employee's performance has not been fully assessed due to absence, or if further training is scheduled to improve performance.

Employees will be informed in writing of the reasons for extension, any assistance/training provided, and the performance standards expected as per Appendix 3 (b).

## **Induction Process**

The induction process applies to all new employees, permanent or temporary, see Appendix 1.

Managers must ensure new employees receive all necessary information, training, and support to undertake their role effectively.

A structured induction checklist, found at Appendix 1, will be used to ensure a consistent approach.

Performance meetings will be held (as per Appendix 2) initially to outline the purpose of the role to the employee and be given specific direction by the line manager, then at 3 months the employee will set SMART objectives to be reviewed at 6 months, this process will be repeated, and the reviewer will decide if the employee is confirmed in post. See Appendix 2 for the relevant forms.

A letter will be sent to the employee (templates at Appendix 3) after the 6 month review to inform the employee whether they have passed the probation 3(a), need an extension 3(b) or whether the employee has failed to meet the targets and as a result the employment will be terminated 3(c).

### **Equality**

The Town Council is committed to ensuring employees are treated fairly regardless of protected characteristics as detailed in the Recruitment Policy.

## Appendix 1

### MIDSOMER NORTON TOWN COUNCIL INDUCTION FORM

Name:

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Job Title:

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Manager:

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#### Section 1 – New starter to the Town Council

<b>Administration (Ensure following have been returned to the office for payroll and pensions)</b>	✓
Personal Details Questionnaire	
P45/P46	
Pensions Form (options/explanation/completion of option form)	
Signed contract acceptance	

#### Section 2 – All Employees

<b>Facilities</b>	✓
Tour of Building/toilets	
Tea/coffee facilities	
Arrangements for lunch and other breaks	
Fire Alarm points/means of escape/relevant risk assessments	

<b>Health and Safety</b>	✓
Accident procedure	
Fire/emergency procedure	
Identity of first Aider(s)	
Identify of Trade Union Health and Safety representative	
Personal Safety	

Eyesight tests (if 50% computer time)	
---------------------------------------	--

<b>Information relevant to the job</b>	✓
Purpose, duties, additional duties, level of responsibility, hours etc explained	
Set the individual aims and objectives (part of the review process)	
Highlight how this job links in with MSNTC's Strategic Aims and Objectives	
Clarify probationary reviews (where relevant) and schedule one after first 3 months	
Go through contract and clarify any questions	
Discuss sickness reporting procedures	
Working relationships (who direct colleagues are, regular meetings, open door policy etc)	
Issue and explain leave and how to book it	
First pay day/system of payment/receipt of pay slip explained	
Pay increases/cost of living/spinal points explained	
Issue / order name Badge if required	
If entitled to car allowance/system of claiming	

<b>People to get to know</b>	✓
Colleagues	
Manager/immediate Supervisor	

<b>Office Equipment/WorkStation</b>	✓
Desk/equipment/stationery	
Office/building security	
Printing services	
Telephones (internal/external calls/directory, personal use)	
Mail systems (internal/external)	
Email/internet/photocopier machine details	

<b>Training – All employees if not undertaken in the last 4 years</b>	✓
Personal Development Scheme – Agree Development Plan / Aims and Objectives	
Highlight Learning and Development Programme	
Arrange assessment of IT competencies where applicable	
Summary of fraud policy and financial procedures	

**Policies to highlight**

All those found in the new starter pack issued with the contract as well as Grievance and Disciplinary policies and the Code of Conduct

Employee's Signature: .....

Manager's Signature: .....

Date .....

## Appendix 2

### PROBATION REVIEW FORM

#### Probation Record

<b>Employee Name:</b>		
<b>Job Title:</b>		
<b>Start Date:</b>		
<b>Line Manager:</b>		
<b>Reviews</b>	<b>Date Due</b>	<b>Please tick when completed</b>
<b>Initial Meeting</b>		
<b>3 month review:</b>		
<b>6 month review:</b>		

#### PART 1 Initial meeting

\*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 SMART objectives for the employee (Specific, Measurable, Achievable, Realistic and Time bound) (for 3, 6 and 9 months, as appropriate). These will be statements of what should be achieved during the probationary period, including indicators of success and timescales for achievement.

In the case of the Town Clerk these objectives should be in line with the priorities of the Council and will likely be drawn from the Strategic Objectives of the Council.

**Example:** By the end of the probationary period (**Time bound**) the employee will have completed training on the council's procurement policies (**Specific, Measurable & Achievable**) and should be able to demonstrate proficiency in processing procurement transactions independently (**Realistic**)

Objective 1  
SMART



Objective 2  
SMART

Objective 3  
SMART

Etc

**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 – First review (3 months)**

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

The employee should identify SMART objectives agreed by the line manager / reviewer (Specific, Measurable, Achievable, Realistic and Time bound). These will be statements of what should be achieved during the probationary period, including indicators of success and timescales for achievement.

In the case of the Town Clerk, additional objectives will likely be drawn from the previous 3 month's experience and observations of how the council is running and what could be done differently.

**Example:** By the end of the probationary period (**Time bound**) the employee will have completed training on the council's procurement policies (**Specific, Measurable &**

**Achievable**) and should be able to demonstrate proficiency in processing procurement transactions independently (**Realistic**)

Objective 1  
SMART

Objective 2  
SMART

Objective 3  
SMART

Etc

Aspect	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships				
Competency in the role				

If any areas of performance, conduct or attendance require improvement please provide details below.

**Summarise the employee's performance and progress over the period**

Have the objectives identified for this period of the probation been met?

YES If NO, what further action is required?

Review Date

Have the training / development needs identified for this period of the probation been addressed?

YES

Employee's Signature: .....

Manager's Signature: .....

Date: .....

### PART 3 – Final Review (6 months)

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

The employee should identify SMART objectives agreed by the line manager / reviewer (Specific, Measurable, Achievable, Realistic and Time bound). These will be statements of what should be achieved during the probationary period, including indicators of success and timescales for achievement.

**Example:** By the end of the probationary period (**Time bound**) the employee will have completed training on the council's procurement policies (**Specific, Measurable & Achievable**) and should be able to demonstrate proficiency in processing procurement transactions independently (**Realistic**)

Objective 1  
SMART

Objective 2  
SMART

Objective 3  
SMART

Etc

Aspect	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships				
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? (confirmed at meeting) YES / NO

If YES draft letter at Appendix 3(a)

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 (recommend 2, max 3 months): .....

New Probation Period completion date: ..... (send letter Appendix 3(b))

Employee's signature: .....

Manager's signature: .....

Date: .....

## Appendix 3

### Appendix 3 (a) Letter confirming successful completion of probation period

Name and Address

Date

Dear

Appointment of Job Title

#### Probationary Service Review

As you know, the original offer of employment made to you was subject to completion of a satisfactory 6 month probationary period.

Your performance during this period since you commenced on enter date has been monitored in line with the Council's policies and your terms and conditions of employment.

I am pleased to write on behalf of Midsomer Norton Town Council to advise you that you have successfully completed your probationary period and to confirm your permanent employment with Midsomer Norton Town Council from enter date.

The Council appreciate your contribution to date and are looking forward to enjoying a happy and successful working relationship with you in the future and for many years to come.

Yours sincerely

Enter name

Enter title

## Appendix 3(b) Probation period extension letter

Name and Address

Date

Dear

Appointment of Job Title

### **Probationary Service Review and Extension**

In your recent meeting with enter name and title, you were reminded that in your offer of appointment dated enter date and again in your contract of employment the Council stipulated that your employment was subject to completion of a satisfactory probationary period of enter number months from your start date of enter date.

Your performance during this period since you commenced your performance enter date has been monitored in line with the Council's policies and your terms and conditions of employment.

It is felt that some improvement is needed in your performance and in particular the need for you to enter details of concerns.

The Council appreciates that it can take time to settle into the role and therefore have decided to extend your probationary period until enter date during which time the Council hopes that you will address the above issues and show the improvement required. The Council will continue to monitor your progress and support you in making these improvements, working towards a position of being able to confirm your appointment.

I will meet with you periodically to review the situation.

If you wish to discuss this further with me or have any suggestions regarding any areas where the Council can be of assistance or where you feel you do not have sufficient support please contact me immediately.

Yours sincerely

Enter name

Enter title

## Appendix 3 (c) Termination letter after unsuccessful probationary period

Name and Address

Date

Dear

Appointment of Job Title

### **Probationary Service Review**

I write following our meeting on enter date which had been arranged to discuss your performance during your probationary period of service.

In our meeting on enter date I reminded you that in your offer of appointment dated enter date and again in your contract of employment the Council stipulated that confirmation of your employment was subject to a probationary period of xxxx months.

Present at the meeting were enter names and roles and xxxx. You were given the opportunity of being accompanied by a work colleague or trade union official, which you declined.

At our meeting on enter date it was explained that the Council was concerned over your performance to date and whilst we appreciated that it can take time to settle into the role we were specifically looking for improvement in enter details.

(Optional clause if appropriate) As a result, during this period we agreed to extend your probationary period by enter xxx months and we expected to see you achieve the improvement required.

As further discussed and explained on enter date, we have continued to monitor and assess the progress you have made in the post particularly in respect of our above concerns and in particular enter details.

You were given the opportunity to respond to the concerns and stated that enter summary of response.

However, after due consideration, we regretfully concluded that there has been insufficient improvement and we are therefore unable to confirm your appointment in the post of enter job title.

As a result, I am writing to confirm the notice of termination of your employment in accordance with your contract of employment with effect from enter date. Your last day



of service will therefore be **enter date**. Your P45 and any monies due to you will be forwarded as soon as possible.

You have the right of appeal against this decision. Your appeal request should be made in writing to enter **name/ job title** within five (5) working days of receiving this letter stating the grounds of your appeal. The appeal will be conducted in accordance with the Council's grievance and disciplinary procedures.

You are entitled to be accompanied by a work colleague or a Trade Union official of your choice at the appeal meeting. If you appeal against this decision, could you please inform me prior to the meeting who you intend to have accompanying you. Please contact me if you require any assistance in making the arrangements.

I am sorry that this appointment has not worked out for you or the Council and I wish you good fortune in the future.

Yours sincerely

**Name**

**Job Title**

\*\*\*\*\*

I acknowledge receipt of the original letter of which this is a copy.

I \*do/do not wish to appeal against this decision.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\* delete as appropriate