

Reporting to:	Trust Board - May 2014
Title	HR Policies
Sponsoring Director	Victoria Maher
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Previously considered by	TNCC Policy Group; TNCC full meeting; Policy Advisory Group; HEC
Executive Summary	<p>HR74 Probationary Periods</p> <p>This is a newly developed policy to assist in the recruitment and retention of staff who demonstrate the values of the Trust and competence in their roles and applies to the first 6 months of their employment with the Trust.</p>
<p>Strategic Priorities</p> <p><input type="checkbox"/> Quality and Safety</p> <p><input type="checkbox"/> Healthcare Standards</p> <p><input checked="" type="checkbox"/> People and Innovation</p> <p><input type="checkbox"/> Community and Partnership</p> <p><input type="checkbox"/> Financial Strength</p>	<p>Operational Objectives</p> <p>PI1 Implement a Staff Engagement Framework that improves employment experience and reduces absence to less than 4%</p> <p>PI2 Embed Employment Basics contract, pay and policy</p> <p>PI3 Increase workforce flexibility through new roles and working practices</p>
Board Assurance Framework (BAF) Risks	<p><input type="checkbox"/> If we do not deliver safe care then patients may suffer avoidable harm and poor clinical outcomes and experience</p> <p><input type="checkbox"/> If we do not implement our falls prevention strategy then patients may suffer serious injury</p> <p><input type="checkbox"/> Risk to sustainability of clinical services due to potential shortages of key clinical staff</p> <p><input type="checkbox"/> If we do not achieve safe and efficient patient flow and improve our processes and capacity and demand planning then we will fail the national quality and performance standards</p> <p><input type="checkbox"/> If we do not have a clear clinical service vision then we may not deliver the best services to patients</p> <p><input checked="" type="checkbox"/> If we do not get good levels of staff engagement to get a culture of continuous improvement then staff morale and patient outcomes may not improve</p> <p><input type="checkbox"/> If we are unable to resolve our (historic) shortfall in liquidity and the structural imbalance in the Trust's Income & Expenditure position then we will not be able to fulfil our financial duties and address the modernisation of our ageing estate and equipment</p>
Care Quality Commission (CQC) Domains	<p><input checked="" type="checkbox"/> Safe</p> <p><input checked="" type="checkbox"/> Effective</p> <p><input type="checkbox"/> Caring</p> <p><input type="checkbox"/> Responsive</p> <p><input type="checkbox"/> Well led</p>

Receive Review Note Approve**Recommendation****To approve HR74 Probationary Periods Policy for use through out the Trust****HR Policy****1 HR 74 Probationary Periods**

This new policy applies to all newly employed staff, at all levels excluding doctors in training. The purpose of the probationary period is to allow time for the organisation to assess the work and behaviour of the employee and to determine whether an employee has a long-term future with the organisation. All staff will have a probationary period, usually of six months duration, to learn the new job and to receive any required training. In making their assessment, a line manager will consider a number of factors including whether:

- the employee can consistently demonstrate behaviour in accordance with Trust Values and behavioural standards;
- the employee can consistently meet the requirements of their employment contract (e.g. arrive on time, fulfil their contracted hours and role);
- the employee can consistently perform effectively in their role;
- it is discovered that the employee has not been honest in their application for employment with the Trust;
- the Disclosure and Barring Report (where applicable to the role) is unsatisfactory to the Trust;
- the employee is demonstrating higher than expected sickness absence during the probationary period;
- the employee is the subject of disciplinary action during the probationary period