

Impact Assessment of: probationary Period Policy
Service/ Directorate: One HR
Date Completed 6th December 2006
Lead Officer: Catherine Marchant

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Catherine Marchant	One HR Service LCC	Lead Officer
Nicola Saunders	One HR Service, LCC	Team member
Clint Clarke	One HR Service LCC	Facilitator

Brief description of policy/ service:

To introduce a Probationary Policy and Procedure for LCC to assist new starters 'bed' into the organisation, and provide the appropriate support to ensure this happens.

Brief account of how the impact assessment was carried out:

An assessment team was put together and facilitated by the HR service equality and diversity lead officer. A number of documents and feedback were considered in the fact finding stage including:

- Research from other organisations
- LLP2
- Change Programmes at Managers request
- HR Practitioner Group
- HR Strategy Group
- Departmental Management Teams

- Chief Support Services Officers
- Legal and Democratic Services
- Trade Unions
- Grievance/Disciplinary Policies
- Capability Procedure
- Managing Attendance Procedure
- Induction Processes

Brief description of any adverse affects found:

Impact assessment team identified accessibility as a potentially adverse effect on particular groups and will be addressed through the roll out of the communications strategy

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Action the Communications strategy to ensure the policy is accessible to all staff.	HR Community & TU's	Q1/2 2007
Identify learning needs of staff for the rollout	Lorna Thompson and Directorate HR	Q1/2 2007
Develop a range of learning interventions for Supervisors and Managers.	Lorna Thompson and Directorate HR	Q1/2 2007
Training courses will be used to challenge Stereotypes and assumptions	Lorna Thompson and Directorate HR	Lorna Thompson and Departmental HR

Contacts for further information:

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