Probationary period policy and procedure
1. Scope

1.1 This procedure applies to all new employees of the Information Commissioner’s Office. It applies equally to permanent, fixed term and temporary employees.

1.2 The policy does not apply to staff placed with the ICO who are employed by employment or recruitment agencies or to staff seconded to the ICO. The policy will apply to these staff when and if they become employed directly by the ICO.

2. Purpose

2.1 The main purpose of the probationary period, and of this policy and procedure, is to enable new members of staff to gain a full understanding of the requirements of their post and of the organisation, and to achieve an acceptable level of performance within a reasonable period of time.

2.2 This policy and procedure is also designed to provide managers with a framework to assess the performance of new members of staff. It will provide a process for feeding back good performance and for improving performance if necessary.

2.3 The probationary period is intended to be a positive experience which gives an individual the opportunity to learn and settle into the organisation. However, it is important to recognise the potential for someone to fail their probationary period.

Another purpose of this document is therefore to describe the process by which employment with the ICO will be terminated if performance does not meet the required standard during the probationary period.

3. Key elements

3.1 The probationary period at the ICO is six months unless it is extended for reasons of poor performance or if it has not proved possible to adequately assess performance in that period.

During your probationary period you will undertake an induction programme which will provide you with key information about the ICO and introduce you to key activities required for your role. Completion of induction activities is an essential element of the probationary period. Your manager will agree a programme of induction activities with you.

3.2 During the probationary period, new starters will be assessed on:

- Performance in the job role;
- Application of values and behaviours;
- Achievement of objectives;
- Attendance;
- Timekeeping.

3.3 Probation review meetings will take place at the following times:
i) at six weeks in post;
ii) at twelve weeks in post;
iii) at six months in post.

Other meetings between the new member of staff and the line manager may take place between the above meetings if necessary.

3.4 Probation can be extended if necessary in the circumstances outlined in section 11 of this document.

3.5 Upon successful completion of the probationary period a member of staff will enter into the Performance and Development Review cycle (see Appendix 1 for guide on probation sign-off and PDR cycle).

3.6 Staff within their probationary period will not be eligible for performance related pay or bonuses.

3.7 In this document the term ‘probationer’ and ‘new starter’ are used interchangeably.

4. The role of the manager

4.1 Line managers have responsibility for ensuring that all review meetings take place in a timely manner. Meetings throughout the probationary period should be booked by the manager within a week of the new starter starting at the ICO.

4.2 If meetings are delayed for any reason, they should take place as soon as possible after the planned scheduled date.

4.3 The three review meetings mentioned in section 3.3 must take place.

Managers must not skip meetings and then attempt to ‘catch up’ reviews at the next scheduled meeting. For example, if the six week review is delayed due to holidays, it is not acceptable to forgo that meeting and simply have a review at 12 weeks. Instead it should be timed to take place as close to six weeks as possible.

4.4 Managers are responsible for completing the probationary period paperwork after each review meeting, and submitting it to Human Resources at the end of the probationary period. A copy of the Probationary Period paperwork can be found at Appendix 1.

4.5 Managers must ensure that their new member of staff understands the probationary period, the requirements it places upon them, and the consequences of failing the probationary period.

4.6 Managers must ensure that new starters have a reasonable understanding of the standard of performance and behaviour required of them. A copy of the ICO values framework should be provided to the new starter.
4.7 Managers have a responsibility to ensure that their new starter has a reasonable understanding of how well they are progressing throughout their probation, particularly if there is deterioration in performance between reviews.

The final outcome of the probationary review at six months should build on discussions that have taken place throughout the probationary period.

4.8 Managers must ensure that they set realistic objectives for their probationers. Objectives should be SMART (specific, measurable, achievable, realistic, and timed) and reviewed throughout the probationary period.

4.9 Managers are responsible for ensuring that probationers receive the training they need to do their job, and so should liaise with the Learning and Development team as necessary.

5. Responsibilities of the probationer

5.1 Probationers must attend review meetings. They must ensure that the meetings scheduled by their manager are booked in their diary.

5.2 Probationers must prepare for review meetings, including gathering evidence of their performance, achievement of objectives, and examples of how they have demonstrated the ICO values.

5.3 Probationers must complete any mandatory training identified, including the corporate induction, health and safety training and security training.

5.4 Probationers must take responsibility for their own development, including completing any training arranged for them, making use of learning resources and informing their manager if they require further support.

5.5 Probationers must ensure that they inform their line manager of any circumstances that may impact upon their performance.

6. During the first six weeks

6.1 There are no formal probation review meetings during the first six weeks of a probationer’s service. It is important, however, that regular informal discussions take place with the new starter to check that they are settling in, that their basic needs have been met, and that any concerns can be addressed.

6.2 Any issues or concerns regarding performance during the first six weeks should be addressed at the time by the manager and noted and referred to in the six week review meeting.

7. The six week review meeting
7.1 The six week review meeting will be used to assess the following:
- Assessment of performance in the job role;
- Application of the ICO competencies/values/behaviours;
- Attendance (HR can provide a copy of the absence record on request);
- Timekeeping (the manager should refer to the person’s flexi record).

7.2 The objectives for the rest of the probationary period will be set by the Manager and agreed with the probationer at this meeting. Objectives should reflect the probationer’s level of experience and provide realistic goals to be achieved during the probationary period. This may be a combination of objectives relating to familiarisation with the work of the ICO and objectives which contribute to the achievement of the departmental business plan.

It is anticipated that there should be no more than four new starter objectives.

It may be necessary for the objectives to be revised at future meetings.

7.3 Learning and development needs should be identified at the meeting, and agreement reached to determine how they will be addressed. The manager should liaise with the Learning and Development team if necessary. Any training needs identified should be recorded on the Probationary Development Plan and forwarded to Learning and Development Team.

The Probationary Development Plan form can be found at Appendix 2.

7.4 Any issues or concerns regarding performance should be addressed at the time by the manager and noted formally at the meeting.

7.5 If the manager has concerns about the individual’s performance, capability or behaviour, they should ensure that Human Resources are aware of the issues and can provide advice about how the issues may be remedied.

7.6 The manager must complete the ‘six week review’ part of the probation paperwork and email a copy to the probationer.

7.7 The manager should email the Human Resources Secretary to confirm that the review meeting has taken place (the paperwork does not need to be sent to HR at this stage).

8. **The 12 week review**

8.1 The 12 week review meeting will be used to assess the following:
- Performance in the job role;
- Application of the ICO values;
- Activity towards completion of new starter objectives, reviewing the relevance of objectives, and setting revised objectives if necessary;
- Attendance (HR can provide a copy of the absence record on request);
- Timekeeping (the manager should refer to the person’s flexi record).
8.2 Learning and development needs must be reviewed at the meeting, including a discussion about any training that has already taken place. The manager should liaise with the Learning and Development team if necessary. Any training needs identified should be recorded on the Probationary Development Plan and forwarded to Learning and Development Team.

The Probationary Development Plan form can be found at Appendix 2.

8.3 Any issues or concerns regarding performance should be addressed at the time by the manager and noted formally at the meeting.

The manager must inform the probationer of any areas of concern which could potentially lead to a failed probation period.

Actions must be agreed to address the areas of concern and provide the opportunity for sufficient improvement by the next probationary review meeting at six months. It may be necessary to hold further review meetings before the six month review in order to manage progress.

8.4 If the manager has concerns about the individual's performance, capability or behaviour, they should ensure that Human Resources are aware of the issues and can provide advice about how the issues may be remedied.

8.5 The manager must complete the '12 week review' part of the probation paperwork and email a copy to the new starter.

8.6 The manager should email the Human Resources Secretary to confirm that the review meeting has taken place (the paper work does not need to be sent to HR at this stage).

9. Six month review

9.1 The six month review meeting will be used to assess the following:
- Performance in the job role;
- Application of the ICO values;
- Activity towards completion of new starter objectives;
- Attendance (HR can provide a copy of the absence record on request);
- Timekeeping (the manager should refer to the person's flexi record).

The six month review will provide an overall assessment of the probationer's performance and suitability for continued employment at the ICO.

9.2 Following this meeting the manager must decide the outcome of the new starter's probationary period. There are three possible outcomes:
   i) The new starter has successfully completed the probationary period.
   ii) An extension is required to the probationary period.
   iii) A recommendation is made that the probationary period is failed.

The sections below describe what happens with respect to each of the above
outcomes.

10. **Probationary period successfully completed**

10.1 If the probationary period is completed successfully, the manager will complete the rest of the probationary period paperwork, and forward a copy to the new starter and the Human Resources Secretary.

10.2 A letter will be sent to the new starter from Human Resources to confirm that they have completed their probationary period and are now an established member of staff.

10.3 The manager and the member of staff should agree objectives for the time between completion of the probationary period and the annual PDR meeting. The number and type of objectives should take into consideration the amount of time available until the annual PDR takes place (see Appendix 3 for guidance on when the next formal performance review will be held depending on the date of probation sign off). Objectives should be recorded on the PDR paperwork document and the new starter and the manager should both keep a copy.

10.4 Learning and development needs must be reviewed and needs should be recorded on the Probationary Development Plan and forwarded to Learning and Development Team. All future needs will be recorded on the PDR paperwork where objectives have been completed.

10.5 The member of staff now slots into the PDR cycle (see Appendix 3 for guide on probation sign-off and PDR cycle).

11. **Extension to probationary period**

11.1 If a manager is considering extending a new starter's probationary period, they should agree this with their own manager and contact Human Resources for advice.

11.2 To ensure that relevant factors have been taken into account, a decision to extend a person's probationary period should only be made at the end of the six month review with the new starter.

11.3 A manager may wish to extend a probationary period because it has not been possible to fully assess the new starter's performance, or because there are areas of concern regarding performance, capability, behaviour, attendance or time keeping.

11.4 If an extension is being considered because of concerns with performance, capability, behaviour attendance or timekeeping, the manager must be of the view that there is a realistic prospect of the new starter improving sufficiently within the period of an extension to meet the required standards.

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11.5 Human Resources will advise the manager about appropriate timescales for extensions to probationary periods to ensure a consistent approach. It is anticipated that a probationary period can be extended for between one to three months. The exact length of the extension will depend on the reason for the extension.

11.6 The manager must inform the new starter that the probationary period is being extended and confirm this to the new starter in writing.

The letter should outline the reason for the extension and the levels of improvement required or areas of performance still to be assessed.

A copy of this letter must be sent to Human Resources and this will be kept on the new starter’s file. A sample letter can be found at Appendix 4.

11.7 Another review must take place at the end of the extended probationary period. This review will consider overall performance with a particular focus on the outstanding areas of concern. The paperwork for a review following an extended probationary period can be found at Appendix 5.

After this review meeting, the manager must decide if the new starter has successfully completed their probationary period or if they recommend that the probationary period is failed.

11.8 If the manager’s assessment is that the new starter has successfully completed their probationary period, the process described in section 10 above, should be followed. The paperwork sent to HR should include the form completed following the extended probationary period review.

11.9 If the manager’s assessment is that the new starter should fail their probationary period then the process described in section 12 below should be followed.

### 12 Recommendation for failing the probationary period

12.1 If a manager’s assessment is that a new starter should fail their probationary period (either after the six month review, or following an extension), they should consult their manager and Human Resources for advice before holding the probation review meeting with the new starter.

12.2 At the review meeting the manager should highlight the areas of concern and give the opportunity for the new starter to comment upon them.

It is expected that any issues will have been raised with the individual in the six and/or 12 week reviews, or in other meetings during the probationary period. The issues of concern should not be raised for the first time in a meeting that could result in a person failing their probationary period, unless there is a good reason eg the issues of concern have only recently
come to light.

12.3 It is not the line manager's responsibility to decide if a person fails their probationary period.

A recommendation is required from them, but ultimately the decision to terminate employment because of a failed probationary period will be made by a panel who will hold a hearing to consider the matter.

12.4 The manager will explain to the new starter that they are recommending that the person has not passed their probationary period and that they will be required to attend a Probationary Period Review Hearing.

The manager will confirm this to them in writing, where possible within five working days of the review meeting. A sample letter can be found at Appendix 6, and a copy of the letter should also be sent to HR.

12.5 A probationary period review hearing will be convened to decide if the new starter’s employment will be terminated.

13. Probationary Period Review Hearing

13.1 A Probationary Period Review Hearing will be convened if there is a recommendation that a new starter should fail their probationary period. This meeting will be arranged by HR.

If possible, this should be held within 10 working days of the line manager making a recommendation for a failed probationary period, and providing at least five working days notice of the meeting.

In attempting to adhere to these timescales due regard will be taken of factors such as availability of an appropriate manager to chair the hearing, providing sufficient time for evidence to be prepared and reviewed before the hearing etc.

13.2 The hearing will be chaired by a manager of job level G or above and he/she will be accompanied by a Human Resources representative. The manager chairing the hearing should not have departmental management responsibility for the new starter.

13.3 The meeting will also be attended by:

- The new starter;
- A trade union representative or colleague of new starter (if they choose to be accompanied);
- The line manager who has made the recommendation for a failed probationary period.

The meeting may be held in the absence of the new starter (and their representative) if they fail to attend on more than one occasion.
13.4 The line manager must provide information and evidence to demonstrate why they have made a recommendation for a failed probationary period. This will include:
- Copies of notes from six week, 12 week and six month reviews.
- Copies of notes from other meetings; relevant emails; and any other relevant information.
- Details of support/development opportunities provided.

13.5 If the probationer has any information they feel will be useful for the panel to consider and which helps to demonstrate that they have met the required standard to pass their probation, they should collate this information.

13.6 The line manager and probationer should collate their information and send it to Human Resources, who will distribute copies to those attending the hearing.

Where possible, the information from the line manager and the probationer should be provided to all attendees at least five working days before the hearing.

The information should therefore be sent to Human Resources at least six working days before the hearing.

13.7 At the meeting the line manager will be asked to present the reasons why they are recommending that the probationary period is not passed.

13.8 The member of staff, supported by their colleague or trade union representative, will then be given the opportunity to present their case.

13.9 The chair of the hearing and the Human Resources representative may ask questions of both sides at any time.

13.10 After both sides have had the opportunity to present their case, the meeting will be adjourned and the chair of the hearing will consider their decision with advice from the Human Resources representative.

13.11 The final decision will have one of three outcomes:

i) That the new starter has, in fact, met the required standards for the role and should pass their probation.

ii) The probationary period should be extended.

iii) That the new starter has failed the probationary period and should be dismissed.

In reaching their decision the panel should take into account factors such as if there has already been an extension to the probationary period; if there is a realistic prospect of the probationer meeting the required standard; and the degree to which performance and/or behaviour was below the required standard.
13.12 The outcome of the hearing will be notified to the new starter as soon as possible after the meeting, and confirmed in writing within five working days of the hearing.

13.13 If the new starter is dismissed, they will be paid in lieu of notice.

13.14 In the event of a dismissal, the new starter must be informed of their right of appeal.

**14. Appeal hearing**

14.1 A new starter who is dismissed because of a failed probationary period may appeal against the decision.

14.2 If the dismissed probationer wishes to appeal, then the appeal must be submitted in writing to the Director of Organisational Development within 10 working days of notification of the dismissal being received.

14.3 The appeal hearing will provide the dismissed person with the opportunity to raise any concerns about the process which led to their dismissal, or if they felt that the reasons for dismissal were not reasonable.

14.4 If possible, the appeal hearing will be chaired by a more senior manager than the initial hearing.

14.5 The appeal meeting will also be attended by:
   - The new starter;
   - A trade union representative or colleague of new starter (if they choose to be accompanied);
   - A Human Resources representative.
   - The line manager who made the recommendation for a failed probationary period.
   - The chair of the initial panel who made the decision to dismiss.

The meeting may be held in the absence of the new starter (and their representative) if they fail to attend on more than one occasion.

14.6 The outcome of the appeal hearing can be one of the following:
   i) That the new starter has, in fact, met the required standards for the role and should pass their probation and therefore be reinstated.
   ii) That the panel feel there is a realistic prospect of the new starter meeting the required standards, and therefore they should be reinstated with an extended probationary period.
   iii) That the new starter failed the probationary period and the dismissal should stand.

If a person is reinstated following appeal they will be paid and given continuity of service as if they had not been dismissed.
14.7 The outcome of the appeal will be confirmed in writing within five working days of the hearing. There is no further right of appeal under this procedure.

15. Frequently asked questions

15.1 What are the standards of timekeeping and attendance required?

Although the ICO has a system of flexi time in operation, staff are expected to be in the office and working when required by their manager or as operational demands require. Simply having a flexi balance which is in credit, or is not over the maximum debit allowed, does not mean that a person’s timekeeping is satisfactory.

Attendance must be monitored throughout the probationary period. There is no prescribed ‘allowable’ level of absence. Managers should consult with HR if they feel the attendance of a new starter is potentially becoming a problem, the ICO’s Managing Sickness Absence Policy should also be referred to.

15.2 If a new starter has acted in a way that I consider to be misconduct, do I have to wait to address this through the probationary procedure?

No. Instances of misconduct should be dealt with immediately using the disciplinary procedure.

15.3 What kind of things are realistic objectives for new starters?

This rather depends on the role that the new starter has taken up and the experience that they bring to the ICO. For example, it might be a realistic objective for one new starter to familiarise themselves with the Data Protection Act, but this would not be appropriate for someone who comes to the ICO from a data protection background.

Some rather generic objectives for new starters could be:
- To become familiar with departmental processes and business plan;
- To become familiar with ICO values, mission and vision;
- To undertake and complete all mandatory training eg health and safety; security training; corporate induction;
- Get to know named key internal/external stakeholders;
- Start to undertake operational tasks (these would need to be described in sufficient detail)

Remember, objectives need to be SMART, so the above ideas will need to be tailored accordingly.

15.4 If someone is recommended to fail their probation, should they still
come to work?

Yes. Even if a manager has recommended a failed probation period and the individual’s probation review hearing is not due to take place for two or three weeks they should continue to come to work.

15.5 **Can a person have their probationary period extended more than once?**

It is not impossible for a manager to extend a person’s probation period more than once, for example if an initial extension of a month has not provided the new starter the opportunity to demonstrate that they now meet the required standard of performance.

If a probationary period is extended for three months then there should not be a subsequent extension, and the manager will need to decide if the new starter should have their probationary review signed off or attend a probationary review hearing with a recommendation for the probationary period to be failed.

A Probationary Review Hearing panel may extend a probationary period which has already been extended either by a line manager or a previous review hearing panel. However, the total period of extension(s) should not be more than three months beyond the normal six month probationary period. At that stage a decision is required for either the probation to be passed, or for the person to be dismissed.

15.6 **What happens if a person is reinstated following an appeal against dismissal due to a failed probationary period?**

This depends on the detail of the decision to reinstate.

If the person has been reinstated with an assessment that they should have passed their probationary period, they may return to their former role and team or be placed in a role of the same nature, but potentially in different team.

If the person is reinstated with an extended probationary period, the person should return to their former role and team (if practicable) to allow continuity of assessment of their performance. The panel who decided to reinstate the new starter should prescribe the period of extended probationary period.

At the end of the extended probationary period the usual process for confirming completion of the probationary period or recommending failure of the probationary period should be followed.
Appendix 1 – Probationary period paper work

ICO probationary review paperwork
(Manager to complete)

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6 week review: How am I doing?

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Main achievements and other general comments

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6 week review reminders:
- You must now send an email to HR secretary to confirm 6 week meeting has taken place.
- A completed Probationary Development Plan with any training needs should be included if necessary.
- A copy of this paperwork should be forwarded to the employee (no need to send to HR until 6 month review)

12 week review: How am I doing?

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Objectives (Comments to briefly outline how employee has met objectives)

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Manager comments:

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Manager comments:

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Main achievements and other general comments

12 week review reminders:
- You must now send an email to HR secretary to confirm 12 week meeting has taken place.
- A completed Probationary Development Plan with any training needs should be forwarded to HR Secretary if necessary.
- A copy of this paperwork should be forwarded to the employee (no need to send to HR until 6 month review)
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<td>Always learning</td>
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</tbody>
</table>

**Objectives** *(Comments to briefly outline how employee has met objectives)*

*(Insert objective)*  
*(Insert measure)*  
Manager comments:

*(Insert objective)*  
*(Insert measure)*  
Manager comments:

*(Insert objective)*  
*(Insert measure)*  
Manager comments:

*(Insert objective)*  
*(Insert measure)*  
Manager comments:

**Main achievements and other general comments**
Sign off (at 6 months):

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you recommend that this person has passed their probationary period?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
| 2. If ‘no’ do you recommend that this person’s probationary period is extended? If so, for how long? | Yes/No  
  Extended for: |
| 3. Is your recommendation for this person to fail their probation without an extension? | Yes/No   |

If you have answered ‘yes’ to questions 2 or 3 please insert a summary of your reasons below.

Manager’s Signature

Date:

6 month review reminders:
- You must now send an email to HR secretary to confirm 6 month meeting has taken place.
- A completed Probationary Development Plan with any training needs should be included if necessary.
- A copy of this paperwork should be forwarded to the employee and HR secretary.
## Probation Sign-off and PDR Cycle

<table>
<thead>
<tr>
<th>Month of probation sign off</th>
<th>Action</th>
</tr>
</thead>
</table>
| Feb                         | • Complete probation sign-off meeting.  
                              | • Set objectives until April next year.  
                              | • Next review will be the mid year review in October. |
| March                       |        |
| April                       |        |
| May                         |        |
| Jun                         |        |
| July                        |        |
| Aug                         | • Complete probation sign-off meeting.  
                              | • Set appropriate objectives until April.  
                              | • Next review will be the annual review in April. |
| Sept                        |        |
| Oct                         |        |
| Nov                         |        |
| Dec                         |        |
| Jan                         |        |
Appendix 3 – Sample letter extending probation period

Name
Job title
Department
Information Commissioner's Office
Address Line 1
Address Line 2
Address Line 3
Postcode

Date

Dear Name

Extension to probationary period

Further to your six month probation review meeting held on DATE, I am writing to confirm that your probationary period with the ICO will be extended until DATE.

Your probationary period is being extended because [provide summary of reasons for the extension to the probationary period].

During the course of the extension I will continue to monitor your performance. In order to complete your probationary period successfully you will need to [insert details of measures to be completed by the member of staff which would satisfy you that the person has met the required standards], as well as continuing to meet the other expected standards of performance.

At the end of this extension to your probationary period, we will meet again and I will review your performance. If your performance has met the required standard you will successfully complete your probationary period. If I feel that your performance has not met the required standard I will ask for a probationary period review hearing to be arranged.

I must make it clear that if your performance does not reach the required standard in the time indicated, you are at risk of failing your probation period. This will result in your employment with the ICO being terminated.

Please contact me if you have any queries with regard to this matter.

Yours sincerely

Manager's Name
Manager's Job Title

Cc Human Resources
Appendix 4

Paperwork to be used at the end of an extended probationary period
ICO Probationary review paperwork - following an extension.
(Manager to complete)

Name of reviewee
Department
Job title
Line manager
Extension Period (in weeks or months)

New starter objectives:

<table>
<thead>
<tr>
<th>Objectives (Comments to briefly outline how employee has met objectives)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Insert objective)</td>
</tr>
<tr>
<td>(Insert measure)</td>
</tr>
<tr>
<td>Manager comments:</td>
</tr>
<tr>
<td>(Insert objective)</td>
</tr>
<tr>
<td>(Insert measure)</td>
</tr>
<tr>
<td>Manager comments:</td>
</tr>
<tr>
<td>(Insert objective)</td>
</tr>
<tr>
<td>(Insert measure)</td>
</tr>
<tr>
<td>Manager comments:</td>
</tr>
</tbody>
</table>

End of extension review:

<table>
<thead>
<tr>
<th>Characteristics / Values</th>
<th>Exceptional</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Unable to assess</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time keeping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committed</td>
<td></td>
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<td></td>
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<tr>
<td>Team workers</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Focused</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Effective</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>A model of best practice</td>
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<tr>
<td>Always learning</td>
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</tbody>
</table>

Main achievements and other general comments

Probationary period policy and procedure, November 2010,
Sign off:

<table>
<thead>
<tr>
<th>Question</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you recommend that this person has passed their probationary period?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2. Is your recommendation for this person to fail their probation without an extension?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

If you have answered 'yes' to question 2 please insert a summary of your reasons below.

Manager’s signature

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

End of extension to probationary period reminders:

**Successful completion:**
- You must now send an email to HR secretary to confirm the final meeting has taken place.
- A completed Probationary Development Plan with any training needs should be included if necessary.
- A copy of this paperwork should be forwarded to the employee and HR secretary.

**Not successfully completed:**
- Please refer to the ICO Probationary Policy and Procedure.
Appendix 5
Sample letter confirming that a Probationary Period Review Hearing will be convened

Name
Job title
Department
Information Commissioner’s Office
Address Line 1
Address Line 2
Address Line 3
Postcode

Date

Dear Name

Probationary Period Review Hearing

Further to our meeting held on DATE, I am writing to confirm that I will be recommending that you do not pass your probationary period.

I am recommending this because [provide summary of reasons for the recommendation of a failed probationary period].

Human Resources will contact you to confirm the arrangements for the Probationary Period Review Hearing, in which my recommendation will be considered by a senior manager who will chair the hearing. You will also have the opportunity to present a case if you disagree with my recommendation.

Following the conclusion of the hearing you will be informed by the chair if he/she finds that:
  • you have, in fact, met the required standards for the role and should pass your probation; or
  • that it is felt that there is a realistic prospect of you meeting the required standards, and that the probationary period should be extended; or
  • that you have failed the probationary period and should be dismissed.

You should continue to attend work as normal until this meeting is convened, and you will be entitled to be accompanied to the meeting by an ICO colleague or a trade union representative.

Yours sincerely

Manager’s Name
Manager’s Job Title

Cc Human Resources