

APPOINTMENTS AND STAFFING COMMITTEE

TUESDAY, 22 SEPTEMBER 2020

REPORT OF THE HEAD OF HR AND OD

HR POLICIES

EXEMPT INFORMATION

This report is non exempt.

PURPOSE

To update members regarding the development of three HR policies; Domestic Abuse for Employees, Grievance and Probationary Periods.

RECOMMENDATIONS

That the Domestic Abuse for Employees, Grievance and Probationary Periods policies are formally approved for immediate implementation.

EXECUTIVE SUMMARY

Domestic Abuse for Employees' is a new policy which provides a framework for how employees, subject to domestic abuse, can be supported by the employer and sign-posted to appropriate external support. Furthermore, it provides a framework for dealing with employees who are perpetrators of domestic abuse.

The current 'Grievance' policy combines grievances and dignity at work which, at times, made the process unclear. The revised 'Grievance' Policy is a stand-alone policy designed to bring clarity for employees raising issues of concern and for managers responding to grievance matters. In addition to individual grievances, the new policy also provides a framework for dealing with collective grievances. The policy complies with ACAS best practice and employment law.

'Probationary Periods' is currently covered in the Conduct and Capability policy. A dedicated Probationary Periods policy provides managers and new employees with clear guidance on expectations and milestones for review during the first six months of employment.

Once approved, the policies will come into effect and be implemented through Astute. Any open grievance cases will continue under the existing policy and new cases will be dealt with under the new policy. Staff already in their first six month of employment will continue to be managed under the Conduct and Capability policy. Only new starters after 23rd September 2020 will be managed under the Probationary Periods policy.

RESOURCE IMPLICATIONS

There are no resource implications for implementing the three policies.

LEGAL/RISK IMPLICATIONS BACKGROUND

None. The three policies are designed to give managers a framework to deal with employee issues appropriately. The policies will ensure consistency of application and minimise future legal issues.

SUSTAINABILITY IMPLICATIONS

None.

BACKGROUND INFORMATION

HR policies are reviewed on a 3 years cycle to ensure they are legally compliant, meet best practice and are clear for employees and staff. All policies have undergone consultation with the recognised Trade Unions.

REPORT AUTHOR

Jackie Noble, Head of HR and OD

LIST OF BACKGROUND PAPERS

None

APPENDICES

Appendix 1 - Domestic Abuse for Employees Policy

Appendix 2 - Grievance Policy

Appendix 3 - Probationary Periods Policy