



Title: **Proposed Revised Organisational Policies**

Author(s): **Karen Pollard (Interim Corporate Resources Manager)**

1. Introduction

This report summaries four key Organisational Policies that have been revised to give the Council a clearer understanding when dealing with issues relating to the management of employees. The policies are created by the Human Resources Team. They are the Grievance Policy, the Maternity Policy, the Sickness Absence Policy and the Lone Worker Policy.

2. Recommendation(s)

Members are asked to approve the Organisational Policies so that they can be applied to the way the Council manages its employees.

3. Information

3.1. Grievance Policy (Appendix A)

The policy has been revised to encourage staff to deal with matters informally. The informal approach is robust and will reduce the amount of time taken to deal with each grievance. It also will lead to better outcomes and will reduce the time taken for all involved in the process. It will also lessen the impact on employees. The policy includes a formal procedure where a full investigation can be carried out. The appeal for grievance is at Officer level, as this is not a policy in itself which can result in dismissal. If the grievance leads to a disciplinary, then the Appeals panel will consist of Members.

3.2. Maternity Policy (Appendix B)

This revised policy gives clearer guidance to employees who are taking maternity leave. By focusing on maternity leave only the Policy gives a question and answer section to help with issues creating a more efficient process. It complies with national legislation.

3.3. Sickness Absence Policy (Appendix C)

The revised policy has been developed to improve attendance at work. It gives managers wider opportunities when dealing with sickness absence. One change allows for absence relating to personal tragedies to be discounted for trigger purposes. In order to comply with the Equalities Act 2010, additional absence is allowed for people with a disability related illness. This policy is designed to reduce sickness absence therefore delivering greater efficiencies for Council. Managers will receive training on how to implement to new policy.

3.4. Lone Worker Policy (Appendix D)

This is a new Policy. It has been produced following consultation with the employees who have been designated as lone workers. It is designed to keep our employees safe when they are working in the community and on their own. Managers will have to identify which employees are lone workers. Lone workers will attend a meeting every six months so that the Council can adapt its policy to suit the ever changing external environment. Members are also classified as lone workers when they are out in the community or working in their surgeries. A briefing note is being prepared and will be delivered by the end of September 2017.

Background Documents:

Appendix A - Grievance Policy and Initial EA Assessment

Appendix B - Maternity Policy and Initial/Full EA Assessment(s)

Appendix C - Sickness Absence Policy and Initial EA Assessment

Appendix D - Lone Worker Policy and Initial EA Assessment

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Implications Proposed Revised Organisational Policies	
Finance	No significant implications.
Chris Raymakers Head of Finance, Revenues and Benefits	
Legal	The Sickness Absence Policy and Maternity Policy comply with legislation.
Anne Court Director of Services / Monitoring Officer	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Regulatory Governance (CR6) <input checked="" type="checkbox"/> Organisational/Transformational Change (CR8) <input checked="" type="checkbox"/> Other Corporate Risk(s) The Lone Worker Policy aims to reduce the risk to employees by introducing measures that responds to the external environment.
Karen Pollard Interim Corporate Resources Manager	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Effective Service Provision (CP2)
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Vision & Values (V)	<input checked="" type="checkbox"/> Accountability (V1) <input checked="" type="checkbox"/> Teamwork (V3) <input checked="" type="checkbox"/> Innovation (V4) <input checked="" type="checkbox"/> Customer Focus (V5)
Karen Pollard Interim Corporate Resources Manager	
Equalities & Equality Assessment(s) (EA)	See attached.
Karen Pollard Interim Corporate Resources Manager	<input checked="" type="checkbox"/> Initial EA Screening (<i>Appendices A, B, C, and D</i>) <input checked="" type="checkbox"/> Full EA Assessment (<i>Appendix B</i>) <input type="checkbox"/> Not Applicable