



Title: **Revised Corporate Resources Policies**

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## **1. Introduction**

- 1.1 The Council's Equality and Dignity at Work policy and procedure, Grievance policy and procedure and Capability policy and procedure, have been revised and have received Trade Union approval. EIA's have also been carried out for each of the policies.
- 1.2 Each of the revised policies is intended to clarify and streamline the respective processes and ensure that employees and managers understand and appreciate the roles and responsibilities which they have.
- 1.3 These policies will enable the Council to ensure that correct procedures are followed when implementing the capability procedure, when handling grievances and when dealing with issues of bullying and harassment, respectively.

## **2. Recommendations**

- 2.1 That Committee adopts these policies.

## **3. Information**

- 3.1 Capability policy and procedure: This policy and procedure clarifies and streamlines the previous procedure for invoking capability actions and clearly defines a protocol for managers in dealing with issues of incapability. It explains the circumstances in which this procedure should be followed, giving examples of behaviour tantamount to underperformance.
- 3.2 It identifies that we will work with our Occupational Health provider and GPs, if and when required and appropriate, to ensure that we work with employees to assist them to attain a satisfactory standard of performance.

- 3.3 The policy and procedure outlines what is expected of employees, in terms of their standard of performance, and managers, in terms of the support mechanisms which they are required to provide, and sets out the support and guidance which HR will provide.
- 3.4 Grievance policy and procedure: This policy and procedure is intended to make the procedure for handling grievances more efficient by removing unnecessary hurdles and providing a more effective process. A clear and concise procedure for investigating and dealing is set out.
- 3.5 It recognises that bringing a grievance against a colleague or employer can be a difficult process and is intended to afford the appropriate support to employees where they feel they have no option but to raise a grievance, whether formally or informally. It clearly identifies what an employee is required to do to in order to raise a grievance, the duties of managers and the assistance which will be afforded by HR in this regard.
- 3.6 Equality and Dignity at Work policy and procedure: This policy and procedure deals with circumstances in which there has been some form of bullying or harassment in the workplace. It clarifies the procedure which should be followed when complaints of bullying and harassment are received, again recognising the sensitivity of matters of this nature. It also clearly defines the roles and responsibilities of managers and employees and the assistance which will be afforded by HR throughout the process.
- 3.7 The policy and procedure also recognises the Council's duties to protect against discrimination in accordance with the Equality Act 2010 and affords protection to those that might otherwise be vulnerable owing to one of the nine protected characteristics.
- 3.8 As an Equal Opportunities employer, our recruitment and selection policy calls for external advertisements demonstrating our commitment to promoting the protected characteristics from the start and this policy and procedure identifies how our duty continues throughout the course of any employment with the Council.

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<b>Implications</b>	
Financial (PL)	There are no financial implications
Risk (KG)	CR6 – Regulatory Governance CR8 – Organisational / Transformation Change
Equalities (KG)	All three revised policies have had EIA's conducted upon them
Legal (KG)	The policies are all in line with the ACAS Code of Best Practice