



Title: **Revised Corporate Resources Policies**

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1. Introduction

- 1.1 The Council's Sickness Absence Work policy and procedure, Employee Performance Management policy and procedure and Employee Financial Hardship 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 The revised Sickness Absence Work policy and procedure and the revised Employee Performance Management policy and procedure are 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 sickness absence procedure and when assessing the performance of employees, respectively.
- 1.4 The Employee Financial Hardship policy and procedure is a new policy which entrenches the existing provisions for providing financial support to employees and provides a definitive framework for doing so.

2. Recommendations

- 2.1 That Committee approves and adopts these policies.

3. Information

- 3.1 Sickness Absence policy and procedure: This policy and procedure sets out procedures for reporting and recording sickness absence and for managing short and long-term absence in a consistent and fair manner and clearly identifies the protocol to be followed when reporting, monitoring and dealing with sickness absence.
- 3.2 It explains the circumstances which trigger the sickness absence procedure and sets out what is expected of employees and managers, as well as identifying the role of HR.

- 3.3 The overall aim of this policy is to balance the welfare of staff with the needs of the Council and also assist Line Managers to manage their teams sickness.
- 3.4 Employee Performance Management policy and procedure: This policy and procedure sets out the framework to allow a clear and consistent assessment of the overall performance of all employees, as performance management is critical to the delivery of the Council's objectives as set out in the Corporate Plan.
- 3.5 The performance management framework is designed to introduce officers to the overall approach the Council takes to performance management, as it is vital that employees know what is expected of them and that managers know how to effectively manage employees to achieve the best results from them.
- 3.6 It defines the structure of the performance management framework in that employees will have monthly 121's, backed by a yearly annual appraisal, as well as regular team meetings to update employees on corporate matters and provide them with an opportunity to give feedback and make suggestions for service improvement.
- 3.7 The main aim of this policy and procedure is to ensure an efficient and effective service is delivered to all residents and customers using the Council's services, by maintaining an excellent workforce.
- 3.8 Employee Financial Hardship policy and procedure: This policy and procedure recognises that there may be circumstances in which it is necessary and appropriate to make salary advances to employees who are experiencing times of financial hardship. It clearly outlines the procedure for making such advances, setting out when and how they can be made.
- 3.9 The policy and procedure is only intended to apply in exceptional circumstances in order to assist employees in situations where unexpected and unpreventable financial situations arise.

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Implications	
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, where appropriate, are in line with the ACAS Code of Best Practice