

# Gloucester City Council

<b>Meeting:</b>	<b>Organisational Development Committee</b>	<b>Date:</b>	<b>22 September 2014</b>
<b>Subject:</b>	<b>Updated Employment Policies and Procedures</b>		
<b>Report Of:</b>	<b>Head of Human Resources &amp; Organisational Development</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
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<b>Appendices:</b>	<b>1. Absence Management Policy</b>		
	<b>2. Bullying &amp; Harassment Policy</b>		

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

1.1 To seek members approval to the adoption of updated HR policies and procedures.

### 2.0 Recommendations

2.1 Organisational Development Committee is asked to **RESOLVE** that the updated policies and procedures, as set out in Appendices 1 & 2, be adopted.

### 3.0 Background and Key Issues

3.1 In accordance with best practice and to enable the council to demonstrate ongoing compliance with relevant employment legislation, the council is currently reviewing and updating its various HR related policies and procedures.

3.2 The policies included in this report cover the council's approach to Absence Management and Bullying & Harassment.

3.2 A comprehensive consultation has been carried out in the development of these policies. A cross-section of council employees, including managers and staff, were involved in reviewing/developing the draft documentation with Human Resources. This was followed by a formal consultation with the Trade Unions, who have agreed and endorsed the policies.

### 4.0 Alternative Options Considered

4.1 Not applicable

## **5.0 Reasons for Recommendations**

- 5.1 It is essential that the council maintains up to date, best practice policies and procedures in relation to the employment of its workforce. These updated policies and procedures will ensure that the council complies with all relevant legislation and the relevant ACAS codes of practice.
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## **6.0 Future Work and Conclusions**

- 6.1 Subject to approval by Organisational Development Committee, these policies and procedures will now be communicated to staff and managers. Further reviews of other HR policies are currently underway, and a similar approach to engagement and consultation with staff and Trade Unions will be adopted before being presented to both Employee Forum and Organisational Development Committee meetings.

## **7.0 Financial Implications**

- 7.1 There are no financial implications arising from this report.

## **8.0 Legal Implications**

- 8.1 Compliance with relevant employment legislation and best practice ACAS codes are essential to ensure the council acts lawfully in all employment matters.

## **9.0 Risk & Opportunity Management Implications**

- 9.1 Without the ability to update its policies, the council could risk operating outside of current employment legislation. These updated documents will provide the appropriate framework for managers and staff to operate within.

## **10.0 People Impact Assessment (PIA):**

- 10.1 These policies enable the council to ensure that managers, staff and Trade Unions are clear on the processes to be adopted in relation to disciplinary, grievance, recruitment and selection matters.
- 10.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

## **11.0 Other Corporate Implications**

### Community Safety

- 11.1 None

## Sustainability

11.2 None

## Staffing & Trade Union

11.3 Comprehensive involvement by staff and managers has been a key part of the development of these updated policies and procedures. Formal consultation has been carried out with Trade Unions, who have agreed the documents.

**Background Documents:** None