

Gloucester City Council

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| Meeting: | Organisational Development Committee | Date: | 21 March 2016 |
| Subject: | HR Policies | | |
| Report Of: | HR Business Partner | | |
| Wards Affected: | All | | |
| Key Decision: | No | Budget/Policy Framework: | No |
| Contact Officer: | Colin Parkin | | |
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| Appendices: | 4. Absence procedure | | |
| | Capability procedure | | |
| | Disciplinary dismissal procedure | | |
| | Grievance procedure | | |

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To brief OD Committee on the revised performance policies for managing Absence, Capability, Disciplinary and Grievance.

2.0 Recommendations

- 2.1 Organisational Development Committee are asked to **RESOLVE** that the HR policies appended to this report be approved.

3.0 Background and Key Issues

- 3.1 As part of the transition of the Human Resources service to the County Council, Senior Managers worked alongside HR to identify priority areas that needed support. Access to up-to-date and easy to follow policies was identified as a priority. As well as up-dating policies, the County have launched a web based set of pages to host policies, advice and guidance. Once these policies have been agreed they will be made available to all staff via these pages.
- 3.2 The style of the policies have been amended to make them easy to follow and minor amendments have been discussed with both the General Management Team and the Trade Unions.

4.0 Asset Based Community Development (ABCD) Considerations

- 4.1 The policies relate to internal staffing matters, therefore there are no ABCD implications.

5.0 Alternative Options Considered

5.1 There are no alternative options.

6.0 Reasons for Recommendations

6.1 To provide up-to-date and easy to follow policies that support managers and employees.

7.0 Future Work and Conclusions

7.1 If approved, the policies will be uploaded to the City StaffNet pages.

8.0 Financial Implications

8.1 There are no financial implications.

(Financial Services have been consulted in the preparation this report.)

9.0 Legal Implications

9.1 Relevant employment legislation has been

(One Legal have been consulted in the preparation this report.)

10.0 Risk & Opportunity Management Implications

10.1 No significant risks have been identified.

11.0 People Impact Assessment (PIA):

11.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

12.0 Other Corporate Implications

Community Safety

12.1 There are no community safety implications.

Sustainability

12.2 There are no sustainability implications.

Staffing & Trade Union

12.3 The policies have been considered by both the Trade Union Consultation Meeting and the Employee Forum

Background Documents: None