

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee **DATE:** 25 January 2018

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WARD(S): All

PART I **FOR APPROVAL**

EMPLOYMENT POLICIES AND PROCEDURES – ORGANISATIONAL CHANGE POLICY, SECONDMENT POLICY, GRIEVANCE POLICY, REHABILITATION OF OFFENDERS POLICY AND DISCLOSURE AND BARRING SERVICE POLICY

1. Purpose of Report

1.1 This report seeks approval from the Employment and Appeals Committee to the following new and updated HR Policies and Procedures:

1. a new Organisational Change Policy
2. a new Secondment Policy – (which includes Acting Up arrangements)
3. revisions to the Grievance Policy and Procedure
4. update to the Rehabilitation of Offenders Policy, Disclosure and Barring Service Policy and SBC Application Forms to reflect the amendments to the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 (2013)

2. Recommendation(s)/Proposed Action

2.1 The Committee is requested to approve the new and revised policies and procedures outlined in this report.

3. Supporting Information

3.1 The People Service has a programme of work relating to undertaking reviews of all employment policies and procedures. This programme of work is to ensure the policies and procedures:

- comply with employment legislation and any changes in statutory provisions
- reflect the council's strategic aims
- continue to reflect best practice
- are user friendly for both managers and employees
- work together cohesively
- incorporates any lessons learnt from casework.

- 3.2 The opportunity is taken to refresh these policies to ensure they reflect our new employment branding and incorporate guidance and toolkits (containing standard letters) to enable managers to manage the process.
- 3.3 A summary of the main changes for each policy is outlined below.

Supporting Information

4. Organisational Change Policy

- 4.1 Currently the council does not have a “single” policy that brings together all the information and guidance for successfully managing organisational change into one place. This Policy has been created to address this gap, and contains a set of appendices (in the form of a toolkit with model letter templates). It aims to provide clear guidance in respect of the processes and procedures that should be followed by Managers when undertaking a change programme involving staff. It also complies with legal requirements and has taken into account feedback from managers, trade unions and employees who have gone through a change programme.
- 4.2 This policy is developed in recognition that organisational change is essential to maintaining high quality services and ensuring staff engagement supports the change process. However, if the process is not handled well uncertainty which can sometimes result from organisational change can damage the morale and motivation of staff. Therefore this could have negative consequences for service delivery.
- 4.3 This policy aims to ensure that organisational change is conducted through fair and consistent procedures that put communication with staff at its heart, ensuring staffs concerns are listened to and addressed through consultation with trade union representatives.

The revised policy and procedure with Appendices A-J is appended as Appendix 1.

5. Secondment Policy and Procedure (incorporating Acting Up)

- 5.1 The Secondment Policy and Procedure has been updated and incorporates a section on how to manage Acting Up arrangements that had previously been set out in a separate “Acting Up” policy. To meet our legal obligations on equal pay and our commitment to consistency and fairness, along with the need to attract and retain high calibre employees, in some specific circumstances an additional payment or increase in salary might be appropriate and necessary for short term or fixed term undertaking of more senior responsibilities on a higher graded role.
- 5.2 The new policy provides;
- More clarity around the process and the responsibilities of the seconding manager and the secondee
 - Clarity in respect of “Acting up”, honorariums and the appropriate pay arrangements

The revised policy and procedure is appended as Appendix 2.

6. Grievance Policy and Procedure

- 6.1 The purpose of this policy is to provide a means for individual employees or groups of employees to raise concerns on such areas as their terms and conditions of employment, new working practices, equal opportunities, and relationships at work and have them dealt with fairly and objectively.
- 6.2 The revisions to this policy include lessons learnt from recent casework. The revised policy provides;
- emphasis on resolving concerns / disputes at the earliest opportunity through mediation, wherever possible
 - revised time limit for employees to raise a grievance from no limit to 6 months
 - detailed advice and guidance in respect of the role of an Investigating Officer and how to conduct an investigation
 - clear timeframes for managing the grievance procedure through from start to conclusion

The revised policy and procedure is appended as Appendix 3.

7. Rehabilitation of Offenders

- 7.1 The Rehabilitation of Offenders Policy, Disclosure and Barring Service Policy and SBC Application Forms have been updated to include information below to reflect legislation and as advised by the Ministry of Justice;

“Once a conviction is ‘spent’, the convicted person does not have to reveal it or admit its existence in most circumstances. However, there are some exceptions relating to employment and these are listed in the Exceptions order to the ROA.

In respect of working with children or other vulnerable groups, the following applies;

- Employers will no longer be able to take an individual’s old and minor cautions and convictions into account when making decisions
- all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded
- applicants can access the guidance and criteria which explains the filtering of old and minor cautions and convictions which are now ‘protected’ so not subject to disclosure to employers by using the following link; filtering of old and minor cautions and convictions”.

8. Consultation

Consultation has taken place with the Trades Unions and Employee Engagement Forum. Members of the Corporate Consultation Forum have been consulted. In

addition, feedback was sought from SLT and CMT. Consultation workshops were held with Managers in respect of the development of the Organisational Change Policy and Toolkit.

9. Implementation Process

The implementation process will include various methods of communication including;

- Newsround
- Grapevine staff newsletter
- E mail to all line managers
- HRBP's to provide update at Senior Management Team Meetings

10. Background Papers

None

11. Appendices

Appendix 1 – Organisational Change Policy and Toolkit (Appendices A-J)

Appendix 2 – Secondment Policy

Appendix 3 – Grievance Policy