

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment and Appeals Committee

**DATE:** 22 October, 2019

**CONTACT OFFICER:** Surjit Nagra, People Service Lead

**AUTHORS:** Michelle Higgs, HR Policy Manager  
Jules Potter, Head of Organisational Development

For all enquiries (01753 875788 ext. 5788)

**WARD(S):** All

**PART I**  
**FOR COMMENT & CONSIDERATION**

**EMPLOYMENT POLICIES AND PROCEDURES**

**1. Purpose of Report**

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

- New Capability Policy and Procedure – renamed Managing Performance Policy and Procedure
- Revised Learning and Development Policy

**2. Recommendation(s)/Proposed Action**

2.1 The Committee is requested to approve the new, revised and updated 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
- incorporate any lessons learnt from casework.

3.2 One of the key drivers for any revisions to policies is to reflect any national changes in statutory provisions and of course, to update and incorporate any lessons learnt from casework.

3.3 A summary of the new policies and the revisions and updates to policies is outlined below.

#### **4. Managing Performance Policy and Procedure**

4.1 A summary of the main changes to the Capability Policy and Procedure is outlined below:

- Data Protection Regulations 2018 clause added.
- Renamed “Managing Performance Policy and Procedure” to align with the Performance Review process.
- The formal process has been streamlined. The review stages that exist in the current policy have been removed providing a shorter timescale and a swifter progression in the management of poor performance cases.
- Updated to reflect and work in tandem with the new performance review process (replaced the annual appraisal process from April 2019).
- Further guidance (in appendices) for managers regarding conducting 1:1 review meetings and tackling poor performance. It also provides guidance in respect of coaching an employee and handling difficult conversations.

The new Managing Performance Policy is attached as Appendix 1.

#### **5. Learning and Development Policy**

5.1 A summary of the main changes to the Learning and Development Policy is outlined below:

- Additional information about the Slough Academy apprenticeships programme.
- Introduction of volunteers as learners in line with Section 11 requirements.
- Amendments reflecting the transition from appraisals to performance reviews.
- To give greater clarity to how managers can apply for training funds to support development needs within each Directorate. The Head of Organisational Development will be discussing development needs with each Directorate Management Team to inform the Corporate Training Needs Analysis by September 2019 (coupled with Annual Performance Review forms analysis).
- To make the committee and employees aware of the introduction of a new Learning Management System called Cornerstone *after* the policy goes ‘live’ and minor policy amendments will need to be made accordingly.

The revised Learning and Development Policy is attached as Appendix 2 with associated guidance.

## **7. Consultation**

Consultation has taken place with the Trades Unions, SLT including CMT, the Employee Engagement Forum and the Disability Forum. Members of the Corporate Consultation Forum have been informed and consulted.

## **8. Implementation Process**

The implementation process will include various methods of communication including;

- Newsround
- HRBP's to provide update at Senior Management Team Meetings
- HR Policy update briefings

## **9. Background Papers**

None

## **10. Appendices**

Appendix 1 – Managing Performance Policy and Procedure  
Appendix 2 – Learning and Development Policy