

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee

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WARD(S): All

PART I

FOR DECISION

EMPLOYMENT POLICIES AND PROCEDURES

1. Purpose of Report

This report provides the Employment Appeals Committee with an update on the review of the HR Policies and Procedures work programme in relation to the following:

- Revised Disciplinary Policy and Procedure
- Revised Grievance Policy and Procedure
- Additional appendix to the Recruitment Policy and Procedure

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. Disciplinary Policy and Procedure

4.1 A summary of the changes to the Disciplinary Policy is outlined below:

- ACAS guidance added in respect of conducting an investigation and the role of the investigating officer
- new job titles to reflect new organisation structure
- more detailed advice regarding the act of suspension

The revised Disciplinary Policy and Procedure is attached as Appendix 1.

5. Grievance Policy and Procedure

5.1 A summary of the changes to the Grievance Policy is outlined below:

- ACAS guidance added in respect of conducting an investigation and the role of the investigating officer
- new job titles to reflect new organisation structure
- support worker role added

The revised Grievance Policy and Procedure is attached as Appendix 2.

6. Recruitment Policy and Procedure

6.1 An Appendix (Appendix F) has been added to the Recruitment Policy to confirm the requirements for all new employees in respect of conflict of interests. New employees complete a form on commencement of employment, and thereafter all staff are required to complete and return the forms on an annual basis.

The revised Recruitment Policy and Procedure is attached as Appendix 3.

7. Consultation

7.1 Consultation in respect of the revised policies and procedures has taken place with the Trades Unions and the Employee Engagement Forum and Disability Forum have been advised of the revisions.

8. Implementation Process

8.1 The implementation process will include various methods of communication including;

- Newsround

- HRBP's to provide update at Senior Management Team Meetings
- Briefing to the Investigating Officers pool

9. Background Papers

None

10. Appendices

Appendix 1 – Disciplinary Policy and Procedure

Appendix 2 – Grievance Policy and Procedure

Appendix 3 – Appendix F Recruitment Policy and Procedure