

Councils Policy & Procedures and Workforce Implications

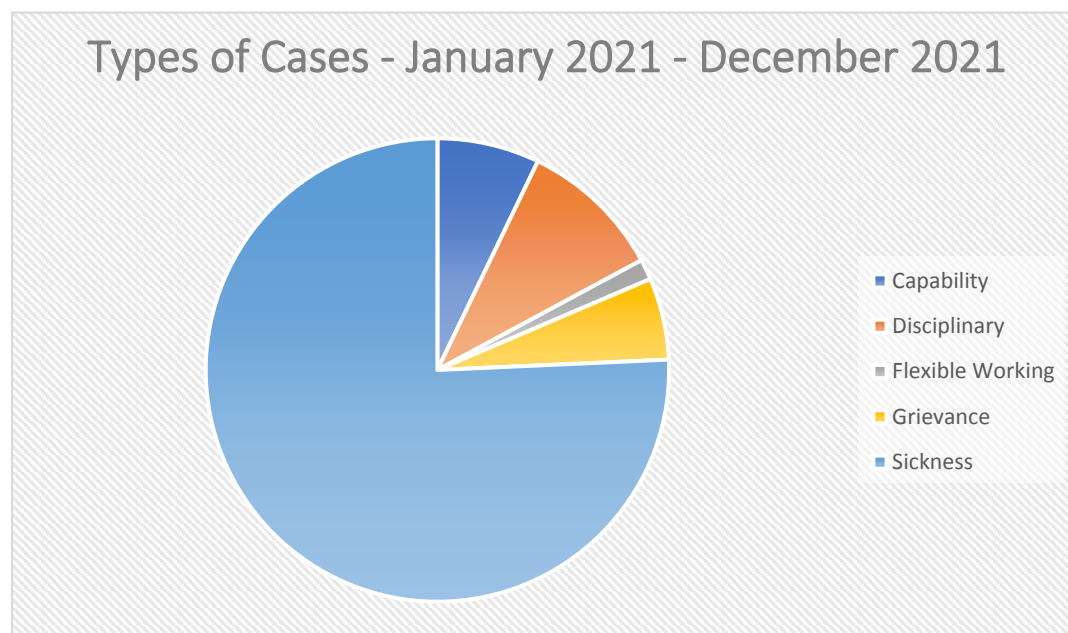
January 2021 – December 2021

Total No. of Cases	71
Cases open	49
Cases closed	22

(At the end of December 2021)

Summary of cases by type (January 2021 – December 2021)

Case Type	Total
Capability	5
Disciplinary	7
Flexible Working	1
Grievance	4
Sickness	54
Grand Total	71



SBC Policies & Procedures

Policy Name	Most Recent Review Date	Next Review Date	Cases being Managed under the policies
Alcohol and substance abuse	Feb-07	Apr-21	
Apprentices Policy	Nov-19	Nov-22	
Capability - now Managing Performance Policy	Oct-19	Oct-22	5
Dignity at work - code of practice	Dec-21	Dec-24	
Disciplinary	Jan-21	Jan-24	8
Disciplinary Policy for Directors under JNC		Sep-20	
Domestic Violence and Abuse	Oct-17	Nov-20	
Equality	Dec-19	Dec-22	
Family Friendly Policies	Oct-17	Nov-20 – being updated	
Grievance	Oct-20	Oct-23	4
Learning and Development Policy	Oct-20	Oct-23	
Leave Policy	July 202	Jul-23	
Managing Sickness Absence	Jan-19	Jan-22	54
Organisational Change	Jan-18	Jan-21 under review	
Probation	Not known	Aug-22	
Recruitment and Selection Policy / Secondment	Jan-19	Jan-22	
Redeployment	Jun-16	May-22	
Smart Working / Flexible Working	Oct-17	Oct-20 under review (to incorporate hybrid working)	1
Smoke Free	Mar-06	Dec-21	
Policy and guidance- to support trans-employees	Sep-20	Sep-23	

It is recognised that some of the policies have not been reviewed as currently work is underway to revise / review and modernise all HR polices and procedures in 2022.