



REPORT TO: POLICY AND RESOURCES COMMITTEE ON 10 MARCH 2020

SUBJECT: EMPLOYMENT POLICY FRAMEWORK REVIEW 2019 -20

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 The Committee is invited to consider and note the update on the employment policy framework for 2019 - 20.
- 1.2 This report is submitted to Committee in terms of Section III A (32) Section (a) to (c) and Section A (35) of the Council's Scheme of Administration relating to the formulation, implementation and review of policies and practices for Council employees.

2. RECOMMENDATION

- 2.1 **The Committee is asked to consider and approve the update on the employment policy framework for 2019 - 20 as follows:**
- i) Secondment Policy – clarity on clearance procedures; reinforcement on the roles within the process with regards to supporting or refusing an application and reference to Transform and Change Management clarified;**
 - ii) Regrading – includes clarification on use of Delegated Authority Reports (DARs) where Committee Report is provided; clarity of who sits on Regrading Panel and their roles and GDPR references;**
 - iii) Working Time Regulations Policy – Brief summaries of each section have been included to aid the reader in accessing the correct section of the document and hyperlinks included to speed access. Also now incorporates the inclusion of a link to the Conflicts of Interest Form;**
 - iv) Whistleblowing Policy – Confirms a clear distinction between whistleblowing and a complaint; improve navigation and accessibility (e.g. add in contents page, hyperlinks); amend the language to take a softer approach and place greater focus on**

encouraging reporting and add in reference to the Bullying & Harassment policy; and

- v) Special Leave Policy – addition of Parental Bereavement guidance following the change in legislation and subsequent entitlements.**

3. BACKGROUND

- 3.1 The Council's employment policy framework is reviewed regularly to ensure it remains up-to-date in terms of legislative requirements, good practice and operational relevance.
- 3.2 This year continued the previously agreed approach that policy work would be taken forward on a minimal basis with only essential amendments or developments being undertaken. Policies are reviewed initially through a desk-top exercise to establish the level of review required: minimal for essential updates, mid-level for more in-depth amendments or full where a change of approach is being considered.
- 3.3 The policies referred to in this report have been reviewed as set out below and changes are highlighted in yellow on the attached final versions for ease of reference (Appendices 1 to 5). A summary review highlighting the changes and copies of the attached policies are also available on the elected members' portal.
- 3.4 Based on the desk top reviews referred to above, work required on policies for review was categorise as noted below:
- Minimal review: Secondment Policy (**Appendix 1**)
 Regrading Policy (**Appendix 2**)
 Working Time Regulations (**Appendix 3**)
 Whistleblowing Policy (**Appendix 4**)
- Mid review: Parental Bereavement Policy/ Special Leave (**Appendix 5**)
- 3.5 Table 1 sets out the main amendments for the policies under review.

Policy Name	Description
Secondment Policy	Amend Personnel to HR Provision of clearer guidance for employees that permission should be obtained prior to any application i.e. Clarity on Clearance Procedures. Provide reinforcement of the role of Head of Service in providing rationale to support or refuse clearance. Amend to include reference to change management policy and Transform
Regrading	Clarification to include information when a DAR is not required i.e. where new posts and grading has been agreed at Full Council. Includes information of who makes up a panel and clarification of their roles. Reference to GDPR.

Working Time Regulations Policy	Review of introduction to include a brief introduction to each section and include hyperlinks to ease navigation Tidy up of wording i.e. removing 'the' from references to Moray Council. Updating changes to departments or locations that are referred to in the guidance to reflect current position i.e. removal of reference to homes for the elderly. Link to the Conflicts of Interest Form.
Whistleblowing Policy	Make a clear distinction between whistleblowing and a complaint Improve navigation and accessibility (e.g. add in contents page, hyperlinks) Amend the language to take a softer approach and place greater focus on encouraging reporting Add in reference to the Bullying & Harassment policy
Parental Bereavement Guidance to be added to Special Leave	Addition of Parental Bereavement section to the Special Leave policy which outlines our responsibilities following the change in legislation.

4. **SUMMARY OF IMPLICATIONS**

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

The work noted in this report supports the Council in achieving the objectives and priorities in the Corporate and 10 Year Plan, and sets out how the Council will meet the challenges in making best use of our workforce and resources. In particular, the actions will ensure continued progress towards the Council's commitment to be a good employer

(b) Policy and Legal

There are no policy and legal implications arising from this report.

(c) Financial implications

There are no financial implications arising from this report.

(d) Risk Implications

There are no risk implications arising from this report other than those set out within the body of the report.

(e) Staffing Implications

There are no staffing implications arising from this report.

(f) Property

There are no property implications arising from this report.

(g) Equalities/Socio Economic Impact

There are no equalities/socio economic implications arising from this report.

(h) Consultations

Consultation has taken place with the Personnel Forum and the views of managers have been incorporated. The policies have been developed and discussed with the Policy Forum which includes Trade Union representatives for Scottish Joint Council employees, Craft Operatives and Teachers. Following the meeting of the Committee, items will be submitted for ratification to the relevant Trade Union groups.

5. CONCLUSION

- 5.1 Each year the Council's employment policy framework is reviewed to ensure that the policies remain up to date and relevant based on the priorities within the Corporate Workforce Plan and the strategic direction of the Council. The policies referred to in this report ensure that the 2019-20 review has been undertaken in accordance with these priorities.**

Author of Report: Anne Smith, Senior HR Adviser

Background Papers: None

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