



REPORT TO: CORPORATE COMMITTEE ON 30 JANUARY 2024

SUBJECT: PROGRESS ON 2023/24 EMPLOYMENT POLICY REVIEWS

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

1. REASON FOR REPORT

- 1.1 The Committee is invited to consider and approve the updates to two employment policies identified for review during 2023/24.
- 1.2 This report is submitted to Committee in terms of Section B (24) Section (a) to (c) and Section B (25) 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 updates to the employment policies below:**
- i) Policy to Combat Fraud, Theft, Bribery and Corruption: updates to reflect good practice and promote the importance of creating a culture of prevention;**
 - ii) Pregnancy Loss Special Leave policy addendum: provisions for employees who experience a loss of the pregnancy before 24 weeks of pregnancy; and**
 - iii) To note the policies scheduled for review for 2024-25 and confirm or provide feedback on proposed schedule.**

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 For 2023-24, this continued the previously agreed approach that due to continuing service pressures policy work would be taken forward for only essential amendments or developments. 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 two policies referred to in this report have been reviewed as set out below and summary reviews are also attached for reference (**Appendices 1 and 2**). The revised policies with tracked changes are available on the elected members' portal.

3.4 Based on the desk top reviews referred to above, work required on policies for review was categorised as noted below:

New: Pregnancy Loss addendum to Special Leave Policy
 Minimal review: Policy to Combat Fraud, Theft, Bribery and Corruption

3.5 Table 1 sets out the main amendments for the policies under review.

Policy Name	Description
Pregnancy Loss – addendum to Special Leave Policy	The Pregnancy Loss addendum is a new provision for inclusion within the Special Leave policy which outlines the provision for employees experiencing the impact of pregnancy loss before 24 weeks gestation. The policy aims to provide provision in advance of the Miscarriage Leave Bill becoming law.
Policy to combat Fraud, Theft, Bribery and Corruption	The policy has undergone a minimal review which ensures good practice is maintained. The main changes are: <ul style="list-style-type: none"> • Updated to reflect current job titles and arrangements. • Accommodation of provision to cover all staff and Elected Members • Emphasis and encouragement of good conduct and proper use of public resources • Definitions added to ensure clarity of understanding. • Added hyperlinks and contents page for ease of navigation. • Added hyperlinks to associated policies.

Policies scheduled for review in 2024 - 25

3.6 With a return to business as normal, the number of policies being reviewed will increase in line with increased capacity. Policy reviews have returned to the 5-year rolling review programme which allows for the current employment policies to be subject to a regular and timely review. However, it should be noted that where impending legislation or operational demands require earlier reviews, these will be scheduled accordingly to ensure compliance and service delivery is maintained. The following policies have been scheduled for review in 2024-25:

POLICY	RATIONALE
Recruitment and Selection	Scheduled review
Equality and Diversity	Scheduled review
Politically Restricted [Scheduled review

Computer Use Policy to include Social Media.	To address computer use and provide clarification on use of social media in the workplace
Fire Safety	Scheduled review
Health and Safety	Scheduled review

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) Climate Change and Biodiversity Impacts

There are no climate change or biodiversity impacts arising from this report.

(i) 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 with Trades 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 / Officer 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 2023-24 review has been undertaken in accordance with these priorities.

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Background Papers: Appendix 1 Pregnancy Loss Addendum to Special Leave Policy
Ref: Appendix 2 Policy to combat Fraud, Theft, Bribery and
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