

WORKING TIME REGS POLICY	
Background	<p>The Grading Review Policy and Guidance is in the early stages of its review. The Moray Council in accordance with the National Conditions of Service for SJC employees, the Council aims to ensure that the pay and grading of jobs is fair and non-discriminatory.</p> <p>The key legislation in connection with this policy is :</p> <p>Working Time Regulations Working Time Directives</p> <p>Research and benchmarking has been carried out against Local Authorities and professional bodies outlining best practice from the Chartered Institute of Personnel and Professional Development (CIPD), Advisory, Conciliation and Arbitration Services (ACAS) and Xpert HR. HM Government, data.gov.uk www.freelanceadvisor.com Three case studies Direct Gov website.</p> <p>The policy and guidance is in line with current practices but some clarity around some aspects would be beneficial.</p>
Findings	<p>In summary, the Working Time Regs guidance is in line with current legislation.</p> <p>Suggestions for improvement:</p> <p>Policy content:</p> <ul style="list-style-type: none"> • Include opt out for employees • Have an in brief summary description of main points to assist reader in accessing correct section of guidance with bookmarks to sections <p>It is therefore recommended that a low level review of the Regrading Policy is completed.</p> <p><i>NB: As the Working Time Regs are an EU directive, Brexit may have an impact on this as the UK Government will then be able to make any changes or keep them the same. There is currently no guidance on this as any amendments / decisions will not be made until the UK leaves the EU. This will need to be monitored and guidance reassessed when any decisions are made.</i></p>
Implications	<p>The above changes would improve the clarity and use of the application for those who require to follow the policy and guidance.</p>
Summary	<p>In order to move forward with reviewing this Policy, the Personnel Forum are asked to consider the suggested amendments/additions above.</p>