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**REPORT TO: CORPORATE COMMITTEE ON 15 MARCH 2022**

**SUBJECT: EMPLOYMENT POLICY FRAMEWORK REVIEW 2021 - 22**

**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 2021- 22.
- 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 update on the employment policy framework for 2021- 22 as follows:**
- i) Secondment Policy – amalgamate the guidance and policy into one document for ease of reference.**
  - ii) Lone Working Policy – Updated and refreshed to provide clarity of application and associated guidance.**
  - iii) Flexible and Early Retirement –The flexible and early retirement policies have been combined into one policy each for teaching and non-teaching staff and the format updated.**

**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 due to continuing service pressures 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 summary reviews are also attached for reference (**Appendices 1 – 3**). The revised policies and appendices with tracked changes are available via CMIS Background Papers.

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  
Lone Working Policy  
Mid review: Flexible and Early Retirement Policy for Teaching and Non-Teaching respectively

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

<b>Policy Name</b>	<b>Description</b>
Secondment Policy	Confirmation of eligibility and that it is open to all employees Clarification of the different types of secondment available (internal/ external/ inward) Removal of the separate Secondment Appointment for managers guidance ( <i>no requirement for a separate guide as it is incorporated within the policy</i> ) Clarification surrounding the actual secondment process, creating a staged approach Creation of a new section for internal/external secondments to differentiate between the two and the associated implications Creation of a template of secondment agreements for use, depending on the individual circumstances of the case Amended the wording & layout of the secondment procedural flowchart for ease of use
Lone Working	Updated and refreshed wording Updated examples of lone workers, Referenced further detailed guidance and training required. Reviewed structure Provided more detailed procedures and signposting Refreshed guidance
Flexible and Early Retirement Policies	Combined two policies into one for Teachers and SJC local government employees respectively and updated format Ensured the eligibility criteria is clear

Policy Name	Description
	<p>Inclusion of a section on early retirement and the options/implications</p> <p>Made a distinction between the different options available</p> <p>Inserted a table providing an overview of the options available (i.e. option, scope, definition, risks/implications)</p> <p>Made links to the Flexible Working Policy (where they do not want to access their pension) and Health At Work Policy (Ill health retirement)</p> <p>Added in links to support and further information (i.e. pre-retirement workshop from Employee Development, links to LGPS and SPPA, link to DWP page on calculating retirement age)</p> <p>Added in a flowchart outlining the process to ensure clarity</p> <p>Outlined the right of appeal and associated process</p>

#### 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 other than those noted.

**(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 have taken place with the Personnel Forum and the views of managers have 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 2021-22 review has been undertaken in accordance with these priorities.**

Author of Report: Anne Smith, Senior OD Adviser

Background Papers: 1 Secondment Policy 2021

2 Lone Working Policy

3 (a) (i) Flexible & Early Retirement Policy – Teaching Staff

3 (a) (ii) Teachers Flexible Retirement Toolkit

3 (a) (iii) Teachers Early Retirement Toolkit

3 (b) (i) Flexible & Early Retirement Policy – Non Teaching Staff

3 (b) (ii) Flexible Retirement Toolkit

3 (b) (iii) Early Retirement Toolkit

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