

<b>EMPLOYMENT COMMITTEE</b>	<b>AGENDA ITEM No. 4</b>
<b>14 June 2012</b>	<b>PUBLIC REPORT</b>

Cabinet Member(s) responsible:	Councillor Gr Uff Marco Cereste – Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environmental Capital Councillor Irene Walsh – Cabinet Member for Community Cohesion and Safety	
Contact Officer(s):	Mike Kealey - Acting Head of Human Resources	Tel. (01733) 384500

### CHANGES TO EMPLOYEE POLICIES AND PROCEDURES

R E C O M M E N D A T I O N S	
<b>FROM :</b> Trade Union Representatives	<b>Deadline date :</b> N.A.
<p>It is recommended that Employment Committee agrees to implement the following employment policy and procedures:</p> <ul style="list-style-type: none"> <li>i) Youth Worker grades and responsibilities (Appendix 1)</li> <li>ii) Revision to the Self Disclosure Policy (Appendix 2)</li> <li>iii) Revision to the Training &amp; Development Policy (Appendix 3)</li> </ul>	

#### 1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Employment Committee following a referral from the Joint Consultative Forum on 31<sup>st</sup> May 2012.

#### 2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to ensure that the council maintains up to date and legal employment policies.
- 2.2 This report is for the Committee to consider under its Terms of Reference No. 2.3.1.2 'to determine employee procedures, including dismissal procedures' and 2.3.1.4 'to determine local terms and conditions of employment for employees'.

#### 3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If Yes, date for relevant Cabinet Meeting	N/A
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#### **4. BACKGROUND**

##### **Youth Work Grade Matrix**

The current youth work grade matrix was developed for youth and community workers in 2005, following new national guidance on salary structures issued by the Joint Negotiating Committee for Youth and Community Work (ref Joint Education Services Circulars No 133,135 and 136). Significant changes in service structures and senior managers since then mean that there is no record of the consultation process around this. Service managers have identified a number of situations where interpretation and application of the matrix has not been consistent and that the career grade structure needs to be much clearer and more transparent to ensure fair and consistent decision making for any new staff appointed and for those staff who gain qualifications or take on additional responsibilities.

The draft (Appendix 1) for consideration aims to give clear, transparent criteria based on the key principles of the original guidance.

##### **Self Disclosure Policy**

This policy has been slightly amended to ensure employees are clear on their responsibility to report as soon as is reasonably practicable to their manager any relevant changes of personal circumstance. Disclosures include any criminal investigations, convictions or warnings they may become the subject of, or any other relevant information which a reasonable employer might consider could impact on their employment. The draft is attached at appendix two.

##### **Training & Development Policy**

This policy has been brought up to date with the overall aim of ensuring that employees, and managers fully understand their responsibilities to ensure that training and development is aligned to and primarily focused on supporting the achievement of the council's strategic priorities. The draft is attached at appendix three.

#### **5. CONSULTATION**

The joint Trade Unions have been consulted on the youth work grade matrix, the Training & Development Policy, and the slight amendment to the Self Disclosure Policy. These were agreed at the meeting of the Joint Consultative Forum on 31<sup>st</sup> May 2012.

#### **6. ANTICIPATED OUTCOMES**

The above proposed changes to youth work grade matrix and responsibilities will ensure fair and consistent decision making.

Once approved by Employment Committee the youth work grade matrix and responsibilities will be communicated to affected staff.

The youth work grade matrix will be implemented after the date of this Employment Committee. The council are not looking to apply any changes to the youth work grade matrix retrospectively.

**7. REASONS FOR RECOMMENDATIONS**

These proposed changes to the youth work grade matrix and responsibilities will help to ensure fair and consistent decision making.

**8. ALTERNATIVE OPTIONS CONSIDERED**

The policies were considered against (a) those published by some other local government employers, (b) template policies from legal bodies plus (c) the existing policy, to ensure it was a sensible, fair approach which took account of current legislation.

**9. IMPLICATIONS**

The youth work grade matrix and responsibilities will be reviewed on an ongoing basis and will be amended from time to time to ensure legal compliance. The financial implications to introducing the amended youth work grade matrix are minimal.

**10. BACKGROUND DOCUMENTS**

None.

**11. APPENDICES**

- Appendix 1 - Youth Worker grades and responsibilities
- Appendix 2 - Revision to the Self Disclosure Policy
- Appendix 3 - Revision to the Training & Development Policy

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