

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 4
22 NOVEMBER 2012	PUBLIC REPORT

Cabinet Member(s) responsible:	Cllr Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environment Capital Cllr Walsh Cabinet Member for Community Cohesion and Safety	
Contact Officer(s):	Lyn Neely - Acting Head of Human Resources Diane Baker – Head of Governance	Tel. (01733) 384500 Tel. (01733) 452559

CHANGES TO EMPLOYEE POLICIES AND PROCEDURES

R E C O M M E N D A T I O N S	
FROM : Trade Union Representatives	Deadline date : 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"> i) Revision to the Redundancy Policy (Appendix A); ii) Revision to the Travel & Subsistence Policy (Appendix B); and iii) Data Incident Reporting Policy (Appendix C). 	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Employment Committee following a referral from the Education Consultative Negotiating Forum and the Joint Consultative Forum on 11 October 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?	NO	If Yes, date for relevant Cabinet Meeting	N/A
---	-----------	---	-----

4. BACKGROUND

4.1 Redundancy Policy

4.2 The existing redundancy policy has been revised to include those staff who are employed under teachers terms and conditions of service. This is to ensure that consistency applies to all directly employed staff across the council. It will also be shared with head teachers and recommended that it is applied to teachers in city council schools. The policy makes clear that the council will not agree to a release of pension on redundancy to teachers.

4.3 The revised draft (Appendix A) has only been amended to take account of the inclusion of the teachers. There are no further changes. An equality impact assessment was carried out which determined that this revision would not impact significantly on teachers.

4.4 Travel & Subsistence Policy

4.5 This policy has been slightly amended:

- To clearly specify the process to follow and forms to complete when an employee is making a claim for travel and / or subsistence. This is to ensure complete transparency and clarity for employees and their managers.
- To include the statement that those who are employed on a senior management scale may not apply for key user status.

4.6 The draft is attached at Appendix B.

4.7 Data Incident Reporting Policy

4.8 This policy has been introduced to outline the procedure to follow if a data protection breach occurs, and the potential employment implications of a breach.

4.9 The draft is attached at Appendix C.

5. CONSULTATION

5.1 The education and joint trade unions were consulted on the Redundancy policy at the Education Consultative Negotiating Forum on 27 September 2012. The joint trade unions were consulted on the Travel & Subsistence Policy and Data Incident Reporting Policy on 11 October 2012.

6. ANTICIPATED OUTCOMES

6.1 The proposed changes to the redundancy policy will ensure that all employees receive the same compensation arrangements in the event of redundancy. Teachers will not receive a pension in addition (unless they are able to claim an actuarially reduced pension due to their age and length of service).

6.2 The payroll department will reject claims that are not completed in line with the revised travel & subsistence policy. Managers will be clear that the key user status does not apply to senior management level posts.

6.3 Employees will have a reference point for understanding data protection issues and the process to follow in the event of a breach including the potential repercussions.

7. REASONS FOR RECOMMENDATIONS

7.1 These proposed changes are to ensure the council operates within frameworks that are lawful, best practice, transparent and consistent.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 The policies were considered against (a) those published by some other local government employers, plus (b) existing policies, to ensure a sensible, fair approach which took account of current legislation.

9. BACKGROUND DOCUMENTS

None

10. APPENDICES

- Appendix A - Redundancy Policy
- Appendix B - Travel & Subsistence Policy
- Appendix C - Data Incident Response Policy

This page is intentionally left blank