

<b>EMPLOYMENT COMMITTEE</b>	<b>AGENDA ITEM No. 3</b>
<b>7 MARCH 2019</b>	<b>PUBLIC REPORT</b>

Report of:	Mandy Pullen - Assistant Director HR & Development	
Cabinet Member(s) responsible:	Cllr Seaton, Cabinet Member for Resources	
Contact Officer(s):	Mandy Pullen - Assistant Director HR & Development	Tel. 863628

## REVISED EMPLOYMENT POLICIES

R E C O M M E N D A T I O N S	
<b>FROM:</b> Mandy Pullen - Assistant Director HR & Development	<b>Deadline date:</b> None
<p>It is recommended that Employment Committee:</p> <ol style="list-style-type: none"> <li>1. Agree to implementation of the revised employment policies detailed within this report at paragraph 4.1, 4.2, and 4.3.</li> <li>2. Note the new managers guidance document on the writing of references at para 4.4.</li> </ol>	

### 1. ORIGIN OF REPORT

- 1.1 This report is submitted to Employment Committee following agreement at the Joint Consultative Forum with the trade unions on 11th February 2019.

### 2. PURPOSE AND REASON FOR REPORT

- 2.1
1. The purpose of this report is to inform Employment Committee about revised employment policies that are being proposed and
  2. To gain agreement from employment committee to implement the revised policies.
- 2.2 This report is for Employment Committee to consider under its Terms of Reference No. 2.3.2.4  
*To determine local terms and conditions of employment for employees.*

### 3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	<b>N/A</b>
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### 4. BACKGROUND AND KEY ISSUES

- 4.1 To ensure that the council operates with effective and compliant employment policies and procedures, the documents are reviewed against employment law and best practice. As a result of this various policies require changes to be made for effective employee management. For ease of reference the proposed changes can be found in red text throughout the policies.

### 4.2 **Smoke Free Policy (Appendix A)**

This policy has been updated to show where smoking may take place at Fletton Quays; to add reference to the smoking shelter, and also to update information on the 'stop smoking' services available.

**4.3 DBS Policy (Appendix B)**

This policy has been changed to include more detailed information on the storage and disposal of DBS certificate information, and to ensure that the requirements under the General Data Protection Regulations 2018 are covered.

**4.4 Single Status Agreement (Appendix C)**

Due to the new pay scales being introduced in the council from 1 April 2019 it was necessary to update this document which outlines the main terms and conditions of employment for employees on standard contracts to ensure it was consistent.

**4.5 Managers Guidance to writing references (Appendix D)**

This is a new document, produced to assist managers in determining whether to provide a reference and what should be included in that reference. This is a management guidance document only and therefore referred to members for information only.

**CONSULTATION**

5.1 Consultation took place with the joint trade unions at the council's Policy Review Group on 22/1/19 & 25/2/19 and Joint Consultative Forum on 11/2/19.

**6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 Implementation of the revised policies will improve the raft of employment policies and processes available for staff and managers across the council.

**7. REASON FOR THE RECOMMENDATION**

7.1 These changes will ensure that the employment policies are compliant with current employment law and in line with the revised pay scales that were agreed on 17 January 2019

**8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 The council benchmarks its major employment policies against those of other organisations and undertakes relevant research before submitting for approval to the trade unions.

**9. IMPLICATIONS**

**Financial Implications**

9.1 None.

**Legal Implications**

9.2 This report has been agreed by the internal legal department at the council.

**Equalities Implications**

9.3 The policy changes were not significant enough to require an equality impact assessment to be undertaken.

However, an equality impact assessment was carried out on the revised pay scales that fed into the single status agreement.

**10. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 10.1 Smoke Free (Premises and Enforcement) Regulation 2006.  
ACAS employment references guidance 2018

**11. APPENDICES**

- 11.1 Smoke Free Policy (Appendix A)  
Disclosure & Barring Service Policy (Appendix B)  
Single Status Agreement (Appendix C)  
Managers guidance to writing references (Appendix D)

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