

1. **PROPOSED WORK SCHEDULE**

Submitted by: Executive Management Team

Portfolio: Finance and Budget Management

Purpose of the Review

To enable the Committee to consider and prioritise a schedule of work for the next 12 to 18 months.

Decision Required

To confirm an order of priority in relation to the employment policies listed at Appendix B

1. **Background**

1.1 Under its Terms of Reference, the Staffing Committee has responsibility for the adoption and amendment of all employment policies, including the following as they relate to staffing matters:

- Adoption leave policy
- Agency staff procedure
- Alcohol, drugs, substance misuse policy
- Attendance management policy
- Bullying and harassment policy
- Capability procedure
- Officers' Code of Conduct
- Compensatory leave policy
- Computer, telephone and clear desk policy
- Equal opportunities and diversity in employment
- Disciplinary procedure
- Discretionary powers
- Driving at work
- Early retirement
- Email
- Employee recognition policy
- Employees' handbook
- Flexible retirement
- Flexible working hours
- Grievance procedure
- Health and safety
- Home working
- Information policies – internet, email
- Job evaluation
- Job sharing
- Local Government Pension Scheme
- Maternity and paternity
- National agreement on pay and conditions of service
- Smoking
- Recruitment
- Redundancy

Restructuring
Remote working Staff communications and consultation
Stress at work
Time off for trade union duties
Working time

2. **Issues**

- 2.1 It is important that the council's employment policies and procedures are regularly viewed in conjunction with the trade unions and the Employees Consultative Committee to ensure that changes in employment legislation are taken into account and the policies remain effective and fit for purpose. A suggested list of policies that it would be appropriate to review over the next 12 to 18 months and a priority order for review is attached at Appendix A.

Work Schedule for Staffing Committee – March 2013

Suggested work programme for the next 12-18 months in priority order.

- **Flexible Retirement Policy**
 - Review is required due to recent changes in employment legislation and Local Government Pension Scheme Regulations
- **Employee Recognition Scheme**
 - Recommended for review by ECC
 - Needs to be reviewed before Autumn 2013
- **Overtime Working**
 - Review has been agreed as part of Terms and Conditions review
- **Code of Conduct for Employees**
 - Review is an audit recommendation
 - Further clarification required re Gifts and Hospitality guidance
- **Redundancy Scheme**
 - Approved by Cabinet in March 2009
 - Last reviewed April 2010
- **Attendance Management and Capability Policies and Procedures**
 - A need has been identified to separate the current policies so that absence is dealt with separately from performance issues
 - If dismissal is being considered for attendance, then management currently transfers to the formal stage of Capability Procedure.
- **Workplace Bullying and Harassment Policy**
 - Work is currently underway to replace this with a 'Dignity at Work Policy', which incorporates good practice recommendations recently received from an employment law advisor.
- **Parental Leave Policy and Procedure**
 - Already drafted
 - Reflects statutory requirements/good practice
- **Time off for Dependants Policy and Procedure**
 - Already drafted
 - Reflects statutory requirements/good practice

- **Policy on Religious Observance During Working Hours**
 - New policy
 - Already drafted pending confirmation of 'Quiet Room' provision
- **Disciplinary Procedure**
- **Grievance Procedure**
- **Driving at Work Policy/Good Practice Guide**
 - Not reviewed since implementation in 2006