

SUBJECT: HUMAN RESOURCES POLICY UPDATES

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

REPORT AUTHOR: CAROLYN WHEATER, CITY SOLICITOR

1. Purpose of Report

- 1.1 To request that Executive approve the Substance Misuse and Transgender Policies and updates to the Grievance Policy.

2. Executive Summary

- 2.1 The HR team propose to introduce the following policies:-

- Substance Misuse Policy
- Transgender Policy

This report also outlines changes to the Grievance Policy.

3. Background

- 3.1 The HR team are required to continually review and streamline the Council's policies and procedures as and when required.
- 3.2 The HR team have therefore introduced and updated the above policies ensuring that they are clear, fit for purpose, and legally compliant.

4. Main Body of Report

This section of the report details the main changes which are being proposed.

4.1 Substance Misuse Policy

This is a completely new policy to ensure that the Council recognises that substance misuse related problems are an area of health and social concern and to ensure that the Council provides adequate support to employees with such problems.

This policy also outlines the procedures and processes which will be followed should an employee's conduct or capacity cause work related issues brought on by consumption of alcohol or any illicit substance.

4.2 Transgender Policy

This is a completely new policy to demonstrate that the Council is committed to ensuring that transgender employees are treated with dignity and respect and are not disadvantaged in the workplace.

The policy sets out the steps the Council takes to welcome and support transgender employees and prevent discrimination.

4.3 Grievance Policy

Sections 5.8 – 5.10 have been inserted to outline the procedure for when an employee's health prevents them from participating in the grievance procedure.

Section 6.2 has been reworded to read 'The informal meeting should only consist of the manager and the employee, however if the matters involves another employee they may also be invited to attend'.

5. Strategic Priorities

The Councils policies support the delivery of Professional High Performing Service to ensure we are in the best possible position to deliver our services.

6. Organisational Impacts

6.1 Finance

Not applicable.

6.2 Legal Implications including Procurement Rules

The enclosed policies have been reviewed and updated taking into account legislative requirements.

6.3 Land, property and accommodation

Not applicable.

6.4 Human Resources

The joint HR and Trade Union meetings have been used to seek the views of the Trade Unions and these have been taken into account prior to JCC.

During the HR and Trade Union meeting the unions did raise concerns with the Substance misuse policy, based upon the amount of times the word 'disciplinary' was used, however following a further review of the document this word 'disciplinary' was reduce, however there still remains a need for the word to be used in some aspects of the report.

The HR and Trade Union did not raise any concerns with the Transgender Policy and/or Grievance Policy and their views were incorporated into the policy itself.

Further to the JCC meeting held on 5 June 2018, it was agreed that section 5.7 of the grievance policy would be slightly amended to include the phrase 'in consultation with the employee'.

- 6.5 Equality, Diversity & Human Rights (including the outcome of the EA attached, if required)

The attached policies have been reviewed with regard to equality, diversity and human rights considerations.

7. Risk Implications

- 7.1 (i) Options Explored

Not applicable.

- 7.2 (ii) Key risks associated with the preferred approach

Not applicable.

8. Recommendation

- 8.1 That Executive approve the new and updated policies based upon this report.

Is this a key decision?

No

Do the exempt information categories apply?

No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?

No

How many appendices does the report contain?

List of Background Papers:

Three policies outlined above

Lead Officer:

Ali Thacker , HR and Payroll Team Leader
Telephone (01522) 873801