

## Appendix D

### EXTRACT FROM COMMITTEE

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City of Lincoln Council and Employee Joint  
Consultative Committee

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14 March 2023

#### 53. Human Resources Policies

Claire Burroughs, HR Manager

- a. presented to Employee JCC an overview of the proposed changes to three HR Policies:
  - Acting Up Policy
  - Secondment Policy
  - Grievance Policy
- b. summarised the main proposed changes to the Acting Up Policy as detailed at paragraph 3 of the report in the following areas:
  - i. Time Limits
  - ii. Increments
  - iii. Right to posts during Management of Change Processes
- c. explained the main proposed changes to the Secondment Policy as detailed at paragraph 3.4 of the report in the following areas:
  - i. Time Limits
  - ii. Rights during Management of Change
- d. outlined the main proposed changes to the Grievance Policy as detailed at paragraph 3.8 of the report in the following areas:
  - i. Informal Processes
  - ii. Formal Processes
- e. invited committees questions and comments.

The Staff Side referred to the Grievance Policy and suggested that the time to submit an appeal should be extended from 5 working days to 10 working days. This was to allow more time for a case to be discussed and considered before submitting an appeal. On some previous cases an appeal had been submitted prior to discussion with the Trade Union Representative, this did not give enough time to find out if there were grounds for an appeal or not. It was felt that by extending the time to 10 working it would take the pressure off the employee and would reduce the number of appeals being submitted.

The committee considered the suggestion and generally supported the proposal.

Claire Burroughs, HR Manager advised that HR's view was that the proposal would prolong the grievance and 5 days was consistent with other appeal timescales but accepted unions comments.

RESOLVED that

1. The proposed changes to the Acting Up Policy, Secondment Policy and Grievance Policy as set out in the report be supported and referred to Executive for approval.
2. The proposal to extend the time to submit an appeal from 5 working days to 10 working days in the Grievance Policy be supported and referred to Executive for consideration.