

<b>SUBJECT:</b>	<b>CONTRACT OF EMPLOYMENT</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE AND TOWN CLERK</b>
<b>REPORT AUTHORS:</b>	<b>CLAIRE BURROUGHS, HR AND WBL MANAGER / ALI THACKER, HR AND PAYROLL TEAM LEADER</b>

## **1. Purpose of Report**

- 1.1 To provide Executive with an overview of the proposed changes to the City of Lincoln Council contract of employment and to request that Executive consider the content of the report and consider the approval of the revised contract of employment.

## **2. Background**

- 2.1 Human Resources have reviewed the existing contract of employment, and this report provides a summary of the proposed changes.

## **3. Contract of Employment Proposed Changes**

### **3.1 Probationary Period**

In Section 3 the proposed change includes a sentence providing the employee with one week's notice in line with the probation policy.

This makes clear that both the Council and employee can give on weeks' notice during the probationary period.

### **3.2 Sickness Absence**

In Section 10 an additional paragraph has been included referencing attendance at Occupational Health.

The proposed change makes provision where an employee's health could affect their job or be affected by the work they do, the Council can request that they attend an Occupational Health assessment. The Council can then discuss the advice openly with the employee on how to best manage their condition in relation to their work and make any decision on an informed basis.

### **3.3 Notice Period to Terminate your Employment**

In Section 13 a proposed change makes provision for an employee to be paid in lieu of notice.

A PILON clause gives the Council the right to terminate the employment contract with immediate effect and make a payment representing the period of notice that it would otherwise owe to the employee.

In addition, on leaving employment an employee can request to be paid in lieu of notice.

#### **4. Organisational Impacts**

##### **4.1 Finance**

There are no financial implications arising from this report.

##### **4.2 Legal Implications including Procurement Rules**

4.3 There are no legal implications arising from this report.

##### **4.4 Equality, Diversity and Human Rights**

There are no Equality, Diversity and Human Right implications arising from this report.

##### **4.5 Human Resources**

The proposed changes to the contract of employment have been discussed with Unions during local HR and Trade Union meetings, and Unions are supportive of the changes.

The draft proposed wording has been discussed and includes feedback from Trade Unions.

The proposed changes to the contract of employment was also taken to JCC in January 2024, where it was agreed that the proposed changes should progress to Executive for consideration/formal approval.

#### **5. Risk Implications**

##### **5.1 (i) Options Explored**

N/A

##### **5.2 (ii) Key Risks Associated with the Preferred Approach**

N/A

#### **6. Recommendation**

6.1 To request that Executive consider the proposed changes to the contract of employment for formal approval.

**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?** Two

**List of Background Papers:** None

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