

Appendix 1 - LGA Review of Employment Policies

HR Policies which have been reviewed

- Probation Policy
- Capability Policy & Procedure
- Disciplinary Policy & Procedure
- Pay Policy & Procedure
- Time Off Policy
- Attendance Policy & Procedure
- Grievance Policy & Procedure
- Flexible working policy
- Gifts & Hospitality Policy & Procedure
- Managing Change Policy
- Recruitment & Selection Policy
- Whistleblowing Policy & Procedures
- Code of Conduct
- Exit Interview Policy
- Flexible & Early Retirement

Feedback

Comments are only noted where changes are recommended for consideration.

Policy	Comment/Recommendation
Grievance policy	There should be a timescale for raising grievances, such as within three months of the incident, though with provision for considering outside of this if there is a good reason for the delay
	A timescale should be inserted for post-employment grievances. It should be noted that it may not always be appropriate to deal with post-employment grievances grievance – in this circumstance there should be written correspondence to state that it will not be considered and the reasons for this.
	There should be a statement regarding how grievances will be dealt with where the employee is on sickness leave.
	There should be a statement setting out how the authority would manage multiple grievances (either related or non-related).
	There should be a statement about grievances against managers – including whether redeployment will be considered etc.
Disciplinary policy	Consideration should be give as to whether the policy should be contractual in order to enable disciplinary outcomes.
	Clarity should be provided regarding the level of delegated authority to dismiss.
Flexible working policy	It should be clarified that part time working would involve pro rata entitlements.
Redeployment policy	Consideration should be given to providing greater support to

	the individual in the redeployment process given the council's responsibility to take all reasonable steps to avoid redundancy dismissal.
Code of Conduct	The Code should make provision for some key issues, such as guidance on politically restricted posts, declaring personal interests, disclosure of criminal convictions, use of alcohol and drugs at work. Also there is reference to some other key issues such as gifts and hospitality and use of councils facilities within the lists of behaviours and expectations – it is recommended that these are stand alone items within the Code.
	There are lots of long, details lists of behaviours, which may dilute some very key behaviours. We would recommend having clear messages and standards on key rules, standards and behaviours e.g. acting with the highest standards of integrity, upholding the council's good reputation, demonstrating respect and dignity in dealing with anyone working for or on behalf of the council or residents.
	The Code needs to cover workers, not just employees (although clearly if there is no direct employment relationship then it can't have a disciplinary sanction), unless there is a separate policy to cover rules and standards of behaviour for them.