

Report To: Cabinet
Date of Meeting: 25th September 2018
Lead Member / Officer: Councillor Mark Young
Report Author: Catrin Roberts / Andrea Malam
Title: **Employment Policies**

1. What is the report about?

There are six employment policies which have been recommend to Cabinet for adoption by the LJCC committee. The policies are listed below:

- Time off Work Policy (Amalgamated all policies which involve time off)
- Parental Policy (Amalgamated maternity, paternity, adoption, parental and shared parental leave)
- Corporate Appeals Policy (revised policy)
- LGPS Discretions and Banding Policy (revised policy)
- Standby, On call, Sleep in Policy (revised)
- Taking Personal Data off DCC Premises Policy (New)

2. What is the reason for making this report?

To gain approval from Cabinet for adoption of the above listed policies.

3. What are the Recommendations?

The recommendations are that Cabinet approves the above listed policies for adoption within the Council.

- 3.1 That the Committee confirms that it has read, understood and taken account of the Well-being Impact Assessments as part of its consideration.

4. Report details

Time off Work Policy

This policy is an amalgamation of all of the policies related to any form of time off work. The policy has also been reformatted into the smart document format, with roles and responsibilities, timescales and a flow chart for ease of use now included.

The text in red are the proposed changes by HR in order to clarify the process or bring in line with legislative changes. The highlighted text in green are the amendments made after Corporate Joint Meetings (CJM) with Trade Union Representatives and email communication with CJM.

Compassionate leave (section 5) and Carers' leave (section 3) is currently being reviewed as part of the 'managing Carers' needs Policy, therefore the original policy wording has been inserted. Once the Carers' Needs Policy has been consulted on and agreed in the near future the wording within this policy will be amended to match.

Parental Policy

This policy is an amalgamation of all of the policies related to maternity, paternity, adoption, parental and the introduction of shared parental leave. The policy has also been reformatted into the smart document format, with roles and responsibilities, timescales and a flow chart for ease of use now included.

The text in red are the proposed changes by HR in order to clarify the process or bring in line with legislative changes. The highlighted text in green are the amendments made after Corporate Joint Meetings (CJM) with Trade Union Representatives and email communication with CJM.

Corporate Appeals Policy

The policy has been revised to include all reasons for an appeal. The policy now includes the process of appealing under the Disciplinary Policy and the Attendance at Work Policy. Specific wording with regards to recording meetings has also been agreed with the unions and inserted into the policy.

The policy clarifies when an employee can appeal and includes roles, responsibilities and timescales of an appeal and any appeal meetings.

LGPS Discretions and Banding Policy

Clarification was required within the policy with regards to releasing a pension early on compassionate grounds and only being applicable if there was no cost to the council. The policy has now been amended to reflect the above.

In addition since the submission to LJCC, the LGPS (Amendment) Regulations 2018 have been released in May 2018, which have resulted in some additional changes to the policy. These amendments are highlighted within the policy.

Standby, On call, Sleep in Policy

Amendments have been made to page 14 in line with the agreed SB7 winter maintenance negotiations that have been agreed with the trade unions. SB7 have now been implemented as of 1st November 2017.

Taking Personal Data off DCC Premises Policy

Denbighshire County Council (DCC) officers may need to take personal data out of the office. The purpose of this policy is to set out the steps to be followed by officers when taking personal data offsite, for example, to conduct home visits, attend meetings, panels or court, or to work from home. Following this policy will help to reduce the risk of a security breach involving personal data and any subsequent fine.

5. How does the decision contribute to the Corporate Priorities?

All of the above policies will assist the Corporate Priorities and ensure that managers and employees are aware of their obligations in line with legislation and good practice.

Resilient Communities - Safeguarding personal data will be paramount when supporting communities and vulnerable people.

Connected Communities – The attached policies will be placed in the Denbighshire website enabling employees and communities to access from their own PC's laptops, ipads/tablets, smart phones or from within a public library.

Young People – Access to policies via the Denbighshire website may attract younger employees to work for the council, Time off Work and Parental policies encourage work life balance and being able to have career breaks to travel , have families and still work etc. This promotes Denbighshire as a family friendly employer.

6. What will it cost and how will it affect other services?

Section notes: The following areas should be thought about as a minimum when drafting the report:

Additional resources are not required, therefore there won't be any costs attached to implementing these policies. There will be no particular impact on a particular department. The procedures and policies will apply to all employees (where stated).

7. What are the main conclusions of the Well-being Impact Assessment?

Please find the Wellbeing Impact Assessments attached. All policies contained within this report are applicable to all employees regardless of protected characteristics and will be applied in line with legislation and terms and conditions of employment.

The Parental Policy and the Time off Work Policy have been wellbeing impact assessed as part of a group/family of policies. Both policies have a positive impact on those staff with caring responsibilities. Other outcomes are identified as being positive and neutral overall.

The Corporate Appeals Policy enables a fair and consistent method for appealing against a process. The wellbeing impact assessment clarified that there are no negative impacts associated with the policy.

LGPS Discretionary Payments Policy and the Standby, on call, sleep in have been wellbeing impact assessed as part of a group/family of policies. Overall both policies have both positive and neutral impacts.

The Taking personal data from DCC premises policy overall has a neutral impact on wellbeing. The impact assessment has highlighted that overall there will be a lower risk of personal/sensitive information being lost or going missing.

8. What consultations have been carried out with Scrutiny and others?

The Time off Work, Corporate Appeals Policy and the Parental Policy have all been to Corporate Joint Meeting in January 2017 and it was agreed that copies would be emailed to all Trade Union Representatives who are part of CJM for final comments. Policies were emailed out to CJM in readiness for CJM on 7th June and no comments were received via email. The policies were emailed out in November 2017 and again in April 2018 with feedback from the trade unions being incorporated into the policies and a log of changes kept on record.

The LGPS Discretionary Payments Policy, Standby, On call and Sleep in Policy and Taking data from DCC premises Policy have been emailed out to CJM for comments in April 2018. There have been no comments made by the trade unions with regards to the three policies.

All of the policies contained within this report have been submitted to LJCC on 18th June 2018 and the agreement was to proceed to Cabinet. Although the LJCC meeting was inquorate due to one Trade Union Representative not being in attendance, we received written consent from that same Trade Union Representative for all policies to proceed to Cabinet.

9. Chief Finance Officer Statement

Not applicable.

10. What risks are there and is there anything we can do to reduce them?

The risks are only associated with not implementing the attached policies. The current versions of the policies are out of date in terms of legislation and clarification is required in order to ensure the processes are being applied correctly and consistently by managers and HR.

11. Power to make the Decision

Power to make the decision is s112 Local Government Act 1972.