

Bolsover District Council

UECC

27th June 2019

Draft Organisational Policies

Report of the HR & OD Manager

This report is public

Purpose of the Report

- For the following policies to be brought to UECC for consideration:
 - Capability
 - Probation
 - Disclosure and Barring Service
 - Learning and Development
 - Smoke Free

1 Report Details

- 1.1 Please find attached the final version of the following policies for consideration.
- 1.2 The purpose of the policies is to:
 - To make processes simpler and clearer for managers and employees
 - To fit the corporate context and supportive work environment both Council's have in place
 - To ensure adherence to legislation and best practice
- 1.3 HR have been working with managers from both Councils and the Trade Unions to regularly review working practices to ensure the organisation's policies are fit for purpose and continue the ethos of being a supportive employer.
- 1.4 The policies have been approved by SAMT and been with the Trade Unions for their comments from 8 April 2019 and Service Managers from 13 May 2019.

2 Conclusions and Reasons for Recommendation

- 2.1 Approval of the attached policies will provide clear direction for managers when undertaking people management processes, delivering high performing services and supporting employees and other stakeholders in the workplace.
- 2.2 Agreement to the policies fulfils both legal and best practice guidance for employers.

3 Consultation and Equality Impact

3.1 There are no equality implications arising from the implementation of these policies. The policies support corporate equality and diversity aims.

3.2 The policies are being submitted to this Committee for consultation purposes.

4 Alternative Options and Reasons for Rejection

4.1 The alternative option is not to have these policies which has been rejected on the grounds of risk to the Council of failing to fulfil legal obligations and best practice.

5 Implications

5.1 Finance and Risk Implications

5.1.1 The financial implications arising from approval of the policies will be met from existing budgets.

5.2 Legal Implications including Data Protection

5.2.1 There are no direct legal implications arising from the approval of these policies.

5.3 Human Resources Implications

5.3.1 The HR implications are contained within the policies.

6 Recommendations

6.1 That the Committee support the following policies:

- Capability
- Probation
- Disclosure and Barring Service
- Learning and Development
- Smoke Free

7 Decision Information

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
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Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	Transforming our organisation. Provide our customers with excellent service.

8 Document Information

Appendix No	Title
1.	Capability Policy
2.	Capability Policy – Appendix One
3.	Capability Policy – Appendix Two
4.	Capability Policy – Appendix Three
5.	Probation Policy
6.	Probation Policy – Appendix One
7.	Probation Policy – Appendix Two
8.	Disclosure and Barring Service Policy
9.	Learning and Development Policy
10.	Smoke Free – SAMT Report
11.	Smoke Free – Appendix One
12.	Smoke Free – Appendix Two
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
HR & OD Manager – Sara Gordon	01246 217677