

Bolsover District Council

Council

11th September 2019

Draft Organisational Policies

(including Capability; Probation; Disclosure and Barring Service; Learning and Development and Smoke Free & Vaping)

Report of the Portfolio Holder – Corporate Governance

This report is public

Purpose of the Report

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

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 Union/Employee Consultation Committee (UECC), Strategic Alliance Management Team (SAMT) and been with the Trade Unions for their comments from 8 April 2019 and Service Managers from 13 May 2019. A Minute Extract of the meeting of UECC is attached at **Appendix 1**.

Smoke Free and Vaping Policy

- 1.5 Concerns have arisen in relation to the smoking arrangements at key premises at the Council, including
- Suitability of existing smoking areas
 - Increase in litter (largely cigarette butts)
 - Impact on professional appearance and Council reputation
 - Lack of clear signage and communication
 - Conflict between enforcement work undertaken by the Environmental Health Team and the perception of smoking/litter present at Council premises
- 1.6 The recommended approach has taken into account the users of the building (public, tenants, staff) as each site is different and should be treated on its merits, the expectations of different stakeholders, the reputation of the Council and the degree of concerns/issues being experienced.
- 1.7 The proposed approach, supported by SAMT and UECC is:
- Circulate the refreshed Smokefree Policy with covering communication in to Staff and Managers.
 - To remind and inform Tenants of the Council's smoking arrangements at Council properties.
 - Re-designate the smoking area at Arc to front of site to the far side of the entrance gates and place an appropriate refuse bin at the smoking area (to be emptied by Streetscene) and appropriate signage.
 - Other sites such as Leisure Centres, Depots and Business Centres have experienced no issues therefore no further action is required.
 - Signage and provision of appropriate litter bins will cost approx. £1000

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 Council 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 Council support the following policies:

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

7 Decision Information

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:</i> Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <i>NEDDC:</i> Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the portfolio holder been informed	Yes
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. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	Minute Extract – UECC - 27 th June 2019 Capability Policy Capability Policy – Appendix One Capability Policy – Appendix Two Capability Policy – Appendix Three Probation Policy Probation Policy – Appendix One Probation Policy – Appendix Two Disclosure and Barring Service Policy Learning and Development Policy Smoke Free – Appendix One 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
Human Resources & Organisational Development Manager – Sara Gordon	01246 217677
