

Report to	-	Licensing and General Purposes Committee
Date	-	22 January 2018
Report of the	-	Executive Director of Resources
Subject	-	Disciplinary, Grievance, Dignity at Work and other Staff Policy Updating.

Recommendation to COUNCIL: That Council's updated and amended Disciplinary, Grievance and Dignity at Work policies be approved and adopted.

Recommendation: It be **RESOLVED:** That delegation is given to the Executive Director of Resources to amend all staff policies to reflect the current senior management structure.

Service Manager: John Collins

Introduction

1. The senior management restructuring in 2013 made a number of significant changes, in particular the removal of the Chief Executive post. Opportunities have been taken to update staffing policies to reflect this, but some issues remain outstanding. It is sensible to clear this unfinished work as well as update some aspects of our main staff policies.

Policy Changes

2. The one set of policies where this is particularly significant is in the Council's disciplinary and grievance procedures. These have appeal mechanisms, based around the Chief Executive position. In the previous revision, the Committee wished to retain a final level of appeal (in the circumstances of a dismissal) within the disciplinary procedures to a Member panel from the Licensing and General Purposes Committee. In the light of ever diminishing resources in officer and, to a degree, Member time, this is no longer efficient and a more streamlined approach based on the two Executive Director posts would be more in keeping with the current organisation. This would still allow a clear appeal route in all circumstances, but would remove the extensive levels of appeal in place in the case of a dismissal. It is worth highlighting that this level of appeal has never been used since these changes were introduced.
3. We have also taken the opportunity to review these key employment policies and bring them up to date. Revised disciplinary and grievance, together with dignity at work procedures are shown at Appendix A and B and C. Changes here are essentially procedural; the key purpose and principles of these policies have not changed.
4. The other staff policies can be dealt with in a simple way as, in general, the term Chief Executive can be replaced with Head of Paid Service. The Committee is asked to delegate this to the Executive Director of Resources to progress, together with any similar minor changes.

Conclusion

5. Whilst the change in disciplinary procedures is significant, this is essentially an exercise in bringing our employment policies up to date and into line with the Council's structure. Outside of the disciplinary, grievance and dignity at work procedures the delegation is requested to make changes in title and of a minor nature.

Malcolm Johnston
Executive Director of Resources

Risk Assessment Statement

The only risks foreseen in this report is the procedural challenges if the policies are not updated, though this is considered a minor risk.

Appendix A – Revised Disciplinary Procedures
Appendix B – Revised Grievance Procedures
Appendix C – Revised Dignity at Work Procedures
Appendix D – Staff Side Comments (to follow)