

APPENDIX 1: Policy change summary

Policies reviewed

Bullying & harassment
Capability
Career break
Car Lease Scheme
Consultation
Disciplinary
Domestic abuse
Drug & alcohol misuse
Early termination of employment
Exit interviews
Financial & Personal interests
Flexible working
Flexi-time
Gifts & hospitality
Grievance
Holiday & time off provisions
Industrial relations framework
Job sharing
Managing sickness absence
Officers' code of conduct
Pay protection
Prevention of illegal working
Recruitment & selection
Redundancy & redeployment
Representing employees
Relatives

Single tier workforce pool
Smoke free
Temporary & agency workers
Termination of employment
Trade union facilities
Use of council vans
Variable contracts
Violence towards staff
Working time & rest breaks
Single tier workforce pool

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Merged policies

Current	New (merged)
<ul style="list-style-type: none">• Consultation• Representing Employees• Industrial Relations Framework	<ul style="list-style-type: none">• Employee representation
<ul style="list-style-type: none">• Variable contracts• Flexible working	<ul style="list-style-type: none">• Flexible working
<ul style="list-style-type: none">• Termination of employment• Early termination of employment	<ul style="list-style-type: none">• Termination of employment
<ul style="list-style-type: none">• Officers' code of conduct• Relatives• Financial & personal interests• Gifts & hospitality	<ul style="list-style-type: none">• Employee code of conduct
<ul style="list-style-type: none">• Recruitment & selection• Prevention of illegal working	<ul style="list-style-type: none">• Recruitment & selection
<ul style="list-style-type: none">• Redundancy & redeployment• Pay protection	<ul style="list-style-type: none">• Change management

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Key changes

Policy	Subject	Current	Proposed
Change Management	Redundancy terms	<p>Statutory weeks at contractual pay x 2 for staff under 55 or over 55 and not in LGPS (+ additional week for every year of service over and above 20)</p> <p>Statutory weeks x 1 for staff over 55 in LGPS, + early release of pension</p>	<p>Multiplier of x 2 up to first £30k and x1 for anything over (i.e. any amounts over £30k effectively halved – x1 instead of x2).</p> <p>Over 55 in LGPS – same as current.</p>
Capability	Review periods/timescales between stages 1, 2, 3	No timescales recommended	Recommended timescale of between 8 and 12 weeks to review performance between stages
	Deadlines/timescales (to hold meetings, confirm outcomes etc.)	Made consistent across related policies.	
	Categories for appeal		
Disciplinary	Timescales (to hold meetings, confirm outcomes etc.)	Made consistent across related policies.	
	Categories for appeal		

Grievance	Scope	Applies to individuals but does not refer to cases of more than one individual Long list of situations where policy not applicable	Slight wording change to make reference to collective grievances List updated and simplified – see s.2 of policy
Managing sickness absence	Trigger points	Trigger = 3 absence occurrences in rolling six months	New trigger point included (6 days in rolling 12 months) – pro rata for part-time
	Timescales (to hold meetings, confirm outcomes etc.)	Made consistent across related policies.	
	Categories for appeal		
	Long-term process	No clear step-by-step process for managing long-term absence other than the same as for short-term (i.e. stages 1, 2, etc.)	Process/clear options added: Occupational Health referral, decisions and options for absences between 4 weeks and 6 months; decisions and options for absences of over 6 months – including review meetings and absence hearings
Smoke free	Smoking breaks	Smoking breaks accommodated via extension to working day	Ban on smoking breaks during work hours
Career break	Maximum length of career break	Maximum length of career break = 1 year	Maximum length of career break = 2 years

Temporary & Agency Workers	Master Supplier of Temporary, Agency and Interim Resources (MSTAIR)	No robust control mechanisms for the hiring of temporary workers	Inclusion of reference to MSTAIR and the need to use for all temporary resources
Code of Conduct	Officers Code of Conduct	The Officers Code of Conduct in the Constitution has been enhanced to cover a wider range of staffing issues and amalgamate other related policies under on umbrella.	

New policies

Green travel loans - introducing interest free loans to staff on a first-come first-served basis for travel to work that is environmentally friendly – e.g. bicycles, public transport season tickets etc. As a low cost recruitment and retention initiative, the intention is to set aside £50,000 and treat applications on a first come, first served basis. Employees will not be able to borrow more than their gross monthly salary, and their net monthly salary must be enough to cover the instalments.

Guidelines on major sporting events - rules around time off for staff during major events such as the Olympics and major football tournaments, are clarified. This is designed to encourage early consideration of flexible options and planning for such events to minimise the impact on service delivery, and is particularly pertinent with the Olympic Games being held in London in 2012.

Buying annual leave - aimed at non-schools staff only, this has been designed to serve as another recruitment and retention tool which could potentially save money on salary costs. Employees will be able to buy up to 10 additional days annual leave per year (depending on service requirements). Equal monthly deductions will be made from salary. Similar schemes have been well received at other Council's and saved significant amounts on salary costs.

Deleted policies

No longer used: Single tier workforce pool, Use of council vans, Car lease scheme.