

<b>Subject:</b>	Review of Policies and Procedures	<b>Status:</b>	For Publication
<b>Report to:</b>	Overview and Scrutiny Committee	<b>Date:</b>	10 <sup>th</sup> October 2016
<b>Report of:</b>	Chief Executive	<b>Portfolio Holder:</b>	Resources and Finance
<b>Key Decision:</b>	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<b>General Exception</b>	<input type="checkbox"/> <b>Special Urgency</b> <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required:	Yes	Attached: Yes
<b>Biodiversity Impact Assessment</b>	Required:	No	Attached: No
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<b>1.</b>	<b>RECOMMENDATION(S)</b>
1.1	Members agree the Drug and Alcohol Policy, as attached, which has been revised as part of the Council's policy review cycle in line with best practice.
1.2	Members agree the Training and Development Policy, as attached, which has been revised as part of the Council's policy review cycle in line with best practice.
1.3	Members agree the Pay and Grading Policy, as attached, which has been revised as part of the Council's policy review cycle in line with best practice.
1.4	Members agree the Whistleblowing Policy, as attached, which has been revised as part of the Council's policy review cycle in line with best practice.
1.5	Members agree the Statement of Policy for Employer's Discretions, as attached, which has been developed as a statutory requirement following changes to the Lancashire Government Pension Service (LPGS).

## 2. PURPOSE OF REPORT

2.1 To seek members agreement to the policies set out in Section 1 (above).

## 3. CORPORATE PRIORITIES

3.1 The matters discussed in this report impact directly on the following corporate priorities:

- **Responsive Value for Money Services:** This priority is about the Council working collaboratively, being a provider, procurer and a commissioner of services that are efficient and that meet the needs of local people.

## 4. RISK ASSESSMENT IMPLICATIONS

4.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

- Failure to have robust policies and procedures could leave the Council at risk to employment liability claims, which could potentially lead to legal, financial and reputational risks to the Council.

## 5. BACKGROUND AND OPTIONS

5.1 In drafting new policies and amending existing policies research has been undertaken, for the purpose of best practice, with other Local Authorities, industry experts and professionals, professional bodies and organisations.

5.2 The Drug and Alcohol Policy has been refreshed and updated.

The policy clarifies the Council's zero tolerance approach to employees reporting to work under the influence of drugs and/or alcohol and extends random testing from employees undertaking safety critical roles and duties to all employees.

Drug and Alcohol Policy attached (appendix 1).

A summary of the key changes is attached (appendix 1a).

5.3 The Training and Development Policy has been refreshed and updated.

The policy includes a change to the training agreement namely the training cost payback from employees that leave the Council following the completion of a training course costing the Council over £1,000 as agreed in the Employee Training Agreement:

Within 0-2 years of completing the training	- payback 100% of costs
Between 2-3 years of completing the training	- payback 50% of costs
Over 3 years of completing the training	- payback 0% of costs

The Chief Executive will have discretion to over-ride this agreement if the training course relates to an essential requirement for the employee to perform a specific duty or role for the Council.

Training and Development Policy attached (appendix 2).

A summary of the key changes to the policy is attached (appendix 2a).

5.4 The Pay and Grading Policy has been drafted via the consolidating of existing policies and local practices to form one overarching Policy.

The policy includes the introduction of Job Family Competency Profiles and revised pay protection of 6 months (inclusive of contractual notice). The job evaluation and appeals process has been refreshed to create a more streamline efficient process

Pay and Grading Policy attached (appendix 3).

A summary of the key points of the policy is attached (appendix 3a).

5.5 The Whistleblowing Policy has been refreshed and updated.

The policy has refined the process to support a transparent, robust and efficient process that supports the whistleblower and protects the Council.

The policy includes the introduction of a Whistleblowing Register.

Whistleblowing Policy attached (appendix 4)

A summary of the key changes is attached (appendix 4a)

5.6 The Statement of Policy for Employer's Discretions is a new Policy.

The Council is required to have a clear Employer Discretions Policy in place to safeguard the Council from inadvertently making inconsistent decisions in relation to its pension

provision which can help protect the Council from potential future discrimination claims.

Statement of Policy for Employer's Discretion attached (appendix 5)

A summary of the key points of the policy is attached (appendix 5a).

- 5.7 Formal consultation with the Trade Union was held on 22<sup>nd</sup> September 2016 to review the revised policies and procedures.

#### **COMMENTS FROM STATUTORY OFFICERS:**

#### **6. SECTION 151 OFFICER**

- 6.1 There are a number of financial matters noted in the report which are designed to mitigate costs to the Council.

#### **7. MONITORING OFFICER**

- 7.1 It is important to have robust and up to date policies in place to ensure the Council's fully protected in the event of legal challenge.

#### **8. POLICY IMPLICATIONS AND CONSULTATION CARRIED OUT**

- 8.1 Full consultation has been undertaken with the Trade Union as detailed in Section 5 and consultation with members of the Management Team.

#### **9. CONCLUSION**

- 9.1 Amendments to policies will make them more robust and bring them in line with current legislation. This will also protect the Council from any employment litigation or financial claims.

#### **Background Papers**

<b>Document</b>	<b>Place of Inspection</b>
Drug and Alcohol Abuse Policy and summary of changes.	Appendix 1 and Appendix 1a
Training and Development Policy and summary of changes.	Appendix 2 and Appendix 2a
Pay and Grading Policy and summary of the Policy.	Appendix 3 and Appendix 3a
Whistleblowing Policy and summary of changes.	Appendix 4 and Appendix 4a
Statement of Policy for Employers Discretions and summary of the Policy.	Appendix 5 and Appendix 5a