

Report to: Joint Staff Advisory Committee

Date: 7 December 2020

Title: Capability Policy

Report of: Helen Knight, Head of HR

Ward(s): All

Purpose of report: To align the policies of Lewes District and Eastbourne Borough Councils regarding the Councils' disciplinary process and procedure.

Officer recommendation(s): (1) To note the new policy.

Reasons for recommendations: To ensure that the Councils have an aligned capability procedure.

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1 Introduction

- 1.1 Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices.
- 1.2 There are no significant changes to the policies previously held by both councils although previously Lewes District had capability referenced within the disciplinary policy whereas Eastbourne Borough had separate disciplinary and capability procedures.
- 1.3 A review of the existing policies regarding flexible working across Lewes and Eastbourne has been undertaken and a new policy developed.

2 Information

2.1 This revised policy will be implemented by publication on the Councils' intranet known as 'The Hub' following approval with communication to all staff and training and guidance issued to managers.

2.2 Unison has been consulted on the new policy and did not have any comments.

3 Resource Implications

3.1 The implementation of this revised policy should have no financial impact.

4 Conclusion

4.1 The members of Joint Staff Advisory Committee are asked to note this report.

5 Financial Appraisal

5.1 There are no financial implications as a result of this report.

6 Legal implications

6.1 There are no legal implications arising from this report.

7 Appendices

7.1 Appendix 1 - Eastbourne Borough Council and Lewes District Council Capability Policy

7.2 Appendix 2 - Equality and Fairness Analysis on aligned Capability Policy

8 Background Papers

8.1 There are none.