

APPENDIX ONE Review of HR Policies

(HR Strategy 2013-15 – Strategic Priority - Deliver a core HR function with increasing focus on adding and creating value for our customers - We will review all HR policies and procedures to make them shorter and simple to apply)

Policy	Notes
Disciplinary	<ul style="list-style-type: none"> • Updated to provide more flexibility in application • One procedure to use whether individual is temporary or established • Examples of misconduct as well as gross misconduct provided • Fewer stages (reflects guidance provided by ACAS code of practice) • Employee's manager conducts rather than commissions the investigation • Deciding Officer will be a more senior manager or at least of equal grade to the Investigating Officer • Action short of dismissal may be considered in exceptional circumstances. • The investigation will be concluded as quickly as possible and where practicable within 10 days of the manager becoming aware of the matter. • Notice of hearing increased from 24 hours to at least 2 full working days' notice
Attendance Management policy, procedure and guidance	<p>Simplified and updated to provide clear guidance to managers and to help employees to be clear about the Council's approach.</p> <ul style="list-style-type: none"> • Principles of the policy unchanged • 10 day trigger prompting a Formal Absence Interview removed • Incorporates the previous Absence Due to Illness Standard into the main document • Words removed and simplified • Provides more information around the management of the review process to give clarity • Supporting guidance and flowcharts
Policy on Drugs and Alcohol in the Workplace	<p>Changes and updates to the support agencies, general wording and titles, CMT and manager responsibilities.</p>
Capability Procedure	<ul style="list-style-type: none"> • Simplified • Timescales for handling similar to disciplinary procedure for consistency. • Outcome of first stage - First Improvement note issued on record for 12 months • Outcome of second stage - Final Improvement note issued on record for 12 months • Capability hearing conducted by a Senior Head of Service or senior manager rather than a panel