North East Derbyshire District Council

Council

23 September 2024

NEDDC Revised People Management Policies

Report of the Head of Paid Service

Classification: This report is public

Report By**:**   **The Head of Paid Service**

Contact Officer: **The Head of Paid Service**

PURPOSE / SUMMARY

For the following policies to be approved for implementation by Council following consultation with Trade Unions and JCG

- o Dispute Resolution and Grievance Policy
- o Employee Code of Conduct
- o Disciplinary Policy
- o Sickness Absence Management Policy
- o Information & Cyber Security Policy

RECOMMENDATIONS

- To seek agreement from Council that the attached people management policies at Appendix One to Five be approval at the Council.

Approved by the Portfolio Holder – Cllr Nigel Barker, Cabinet Member for Strategic Leadership & Finance

IMPLICATIONS

Finance and Risk: **Yes**☐   **No** ☒

Details: As covered within the report

On Behalf of the Section 151 Officer

Legal (including Data Protection):   **Yes**☐   **No** ☒

Details: As covered within the report

On Behalf of the Solicitor to the Council

Staffing: **Yes**☐   **No** ☒

Details: As covered within the report

On behalf of the Head of Paid Service

DECISION INFORMATION

Decision Information	
Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: **NEDDC:** **Revenue - £125,000** ☐ **Capital - £310,000** ☐ ☒ *Please indicate which threshold applies*	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Significantly Affected	None
Consultation: **Leader / Deputy Leader** ☒ **Cabinet** ☐ **SMT** ☒ **Relevant Service Manager** ☐ **Members** ☐ **Public** ☐ **Other** ☐	Yes Details:

Links to Council Plan priorities, including Climate Change, Equalities, and Economics and Health implications.

REPORT DETAILS

1   Background *(reasons for bringing the report)*

1.1   The Council regularly reviews its' people management policies to ensure they remain legally compliant and fit for purpose.

1.2   It is essential the Council has policies covering key aspects of people management to ensure there is a consistent framework in place for managers and employees and the Council continues to be a sustainable organisation.

1.3   The purpose of this report is to present to Full Council, a copy of the refreshed policies that will be implemented across the Council's diverse workforce.

1.4   Council are asked to approve the attached people management policies, as attached within the appendices, namely:

Dispute Resolution and Grievance Policy
Employee Code of Conduct
Disciplinary Policy
Sickness Absence Management Policy
Information and Cyber Security

2.   Details of Proposal

2.1   It is felt timely to review and refresh each of these policies to ensure they are reflective of business needs and compliant with employment law together with best practice. The purpose of the policies is to balance service and individual needs and to protect the Council's interests as a responsible employer. The policies form part of a comprehensive employment package covering the Council workforce.

2.2   Our recent employee survey indicates positive employee engagement, with scores exceeding benchmarks in areas such as engagement, reward and recognition, diversity and inclusion, wellbeing and flexible working. The Council recognise all these elements are key to successful people management. It is essential managers are provided with the tools to lead their teams and feel empowered to address challenging situations. These policies provide managers with direction and decision making guidance together with the flexibility to operate their services within an agreed corporate framework.

2.3   The People Management Policies have been subject to significant consultation with senior officers and the Trade Unions as set out in the table below.

Consultation Group	Dates of Consultation
SMT	4 January 2023 – 13 January 2023 Extended to end of February 2023
SOD Group	April - May 2023
Trade Unions	14 August 2023 – 13 September 2023, request for feedback/comments Extended to 30 September 2023. Meetings held with Trade Unions: • 7 November 2023 • 15 November 2023 • 7 February 2024 • 20 February 2024 • 11 March 2024 • 11 April 2024

| JCG | 26 July 2024 |

2.4 Going forward, we have diarised face to face or 'Teams' meetings once per quarter with all Trade Unions to specifically consult on any emerging Policies during that quarter, this way both simplifying consultation and reducing the risk of 'backed-up' policies requiring consultation. This aligns to our organisational aspiration to continue to work closely with our Trade Union colleagues, further demonstrating the value we place on these positive relationships which help build trust amongst the workforce providing further mechanisms for dialogue through which problems and opportunities can be identified and resolved or pursued.

2.5 Feedback and comments from all stakeholders was taken into consideration as part of the consultation process when producing a final draft of the policies. The proposed policies are compliant with employment legislation, service delivery needs and ensuring a good work environment for all employees.

2.6 Council are asked to consider the attached people management policies, as in attached in the appendices, namely:

- Dispute Resolution and Grievance Policy
- Employee Code of Conduct
- Disciplinary Policy
- Sickness Absence Management Policy
- Information and Cyber Security Policy

3 Reasons for Recommendation

3.1 Agreement to the attached people management policies fulfils both legal and best practice guidance for employers.

4 Alternative Options and Reasons for Rejection

4.1 The alternative option is not to have the people management policies which has been rejected on the grounds of risk to the Council of failing to fulfil legal obligations and best practice.

DOCUMENT INFORMATION

Appendix No	Title
One	Dispute Resolution and Grievance Policy
Two	Employee Code of Conduct
Three	Disciplinary Policy
Four	Sickness Absence Management Policy
Five	Information and Cyber Security Policy

Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet you must provide copies of the background papers)