

## COUNCIL JOINT CONSULTATIVE GROUP

26 JUNE 2019

### MINUTE EXTRACT NO JT/06 – DRAFT ORGANISATIONAL POLICIES

#### **Jt/06 Employer's Side Submissions**

##### (a) Draft Organisational Policies

This issue was raised by the Council. The Joint Consultative Group was asked to consider several draft organisational policies. These policies covered, Capability, Probation, Disclosure Barring Services, Learning Development and a Smoke Free Workplace. They had been passed to the trade union side for comments in April 2019.

The policies were intended to make organisational processes simpler and clearer for managers and employees to understand, as well as to ensure that they were in line with legislation and best practice. With the agreement of Members, the policies would be applied to both North East Derbyshire and Bolsover District Councils.

There was a wide ranging discussion about the draft organisational policies. Several key points emerged during this discussion. In particular, the Group noted that the Capability processes do not have to run in isolation, but can be followed at the same time as procedures relating to other policies. Several examples of these other policies and procedures were highlighted. It was stressed that the examples were not intended to be an exhaustive list. That the Capability Policy Procedures might also take place alongside actions relating to other policies that had not been specified, such as Learning and Development.

There was a general agreement that managers should ensure that all the meetings with staff set out in the Probation Policy actually take place. The HR and OD Manager explained how managers are helped to do this. The Group noted that the probation process also does not have to run in isolation, but can be followed at the same time as other procedures.

Finally, in response to a question from the trade union side, it was explained that staff movement between North East Derbyshire and Bolsover District Council would have to serve the whole probation period at both authorities, rather than just continuing with their probation, if they moved jobs between the two authorities during this probationary period.

The Group considered the Disclosure and Barring Services Policy and the Learning and Development Policy. It then discussed the proposed Smoke Free Policy. The aim was that this policy should be applied across the

Council's entire estate, but that in the first instance it would be rolled out at the Council's Mill Lane offices.

The Group discussed the proposals to establish an appropriate and clearly sign-posted smoking area on the Mill Lane site, for use by Council staff and also other users of the building. It was hoped that this would help to reduce greatly the number of discarded cigarettes left immediately outside the gates to the Mill Lane site, and the reputational damage to the Council that this can cause. It was made clear that staff would not be expected to police adherence to the new policy by either Council employees or others.

RESOLVED – That the Council Joint Consultative Group supports the Capability Policy, Probation Policy, Disclosure and Barring Services Policy, Learning and Development Policy and Smoke Free Policy.