

Forest Heath District Council

(This report is not a key decision. This report has been subject to appropriate notice of publication under the Council's Access to Information Rules)

Report of the Cabinet Member for Resources, Governance and Performance

CABINET

15 OCTOBER 2013

CAB13/111

JOINT GRIEVANCE POLICY AND PROCEDURE (Decision Plan Reference: OCT13/02)

1. Summary and reasons for recommendation(s)

- 1.1 The Human Resources Service is currently working through the HR Policies that are in place at each Council, in order to produce and agree new joint policies for West Suffolk. This report proposes a new joint Grievance Policy and Procedure.
- 1.2 The new Policy and Procedure are in accordance with current employment legislation (specifically the Trade Union and Labour Relations (Consolidation) Act 1992) and the ACAS Code of Practice on Disciplinary and Grievance Procedures.
- 1.3 Both existing policies and procedures, in place at Forest Heath and St Edmundsbury, have been reviewed and changes made to ensure that managers have a sound and effective single policy for dealing with employee grievances.
- 1.4 The new joint Policy and Procedure ensures that issues that employees raise as a grievance, can be dealt with in a fair and timely way, to achieve an effective resolution.
- 1.5 The Joint Leadership Team, Unison and the Portfolio Holders have been consulted.

2. Recommendation(s)

- 2.1 The Cabinet recommends to Council, that the joint Grievance Policy and Procedure is adopted.**

Contact details

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Portfolio holder(s)

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3. How will the recommendations help us meet our strategic priorities?

3.1 The recommendation meets the Councils' priorities to work together to be efficient councils in the effective management of human resources.

4. Key issues

4.1 The two Councils' have a Joint Leadership Team, a single pay and reward strategy, and are bringing together a shared workforce. HR Policies and Procedures underpin the terms and conditions of employment, and are tools for both managers and employees to utilise to deal with matters when they arise.

4.2. It is important for everyone to have absolute clarity, fairness and consistency in regard to resolving employment concerns and disputes, the adoption of this joint and up-to-date policy will be supported by information sharing and training for managers and staff, as appropriate.

5. Other options considered

5.1 To retain existing, different policies that need reviewing is not an effective option.

6. Community impact

6.1 **Crime and disorder impact** *(including Section 17 of the Crime and Disorder Act 1998)*

6.1.1 None.

6.2 **Diversity and equality impact** *(including the findings of the Equality Impact Assessment)*

6.2.1 The adoption of a joint policy supports equity and consistency in approach between the two partner employers in West Suffolk.

6.3 **Sustainability impact** *(including completing a Sustainability Impact Assessment)*

6.3.1 N/A.

6.4 **Other impact** *(any other impacts affecting this report)*

6.4. None.

7. Consultation *(what consultation has been undertaken, and what were the outcomes?)*

7.1 West Suffolk Joint Staff Consultative Panel and the Joint Leadership Team have been consulted during its development.

8. Financial and resource implications *(including asset management implications)*

8.1 Effective HR Policies mitigate risk of employment disputes. Training will be delivered as part of the HR Bite-size programme contained within the Corporate L & D/Training programme.

9. Risk/opportunity assessment *(potential hazards or opportunities affecting corporate, service or project objectives)*

Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Poor employment relations	Medium	Adoption of joint policy	Low
Delay in dealing with problems	Medium	Effective policy with clear and practical timescales	Low
Lack of management skill in solving workplace disputes	Medium	Training for managers	Low

10. Legal and policy implications

10.1 Compliance with TULR(C)A and ACAS Code of Practice on Disciplinary and Grievance Procedures.

11. Ward(s) affected

11.1 None directly.

12. Background papers

12.1 None.

13. Documents attached

13.1 Appendix - Joint Grievance Policy and Procedure 2013.