



St Edmundsbury  
BOROUGH COUNCIL

# B253

## Cabinet 20 October 2010

### Recommendation from Joint Staff Consultative Panel: 12 October 2010 (Nov10/05)

*Cabinet Member: David Ray*

*Chairman of the Panel: Cllr Bob Cockle*

**1. Harmonisation of Key Human Resources Policies: Disciplinary and Capability, and Sickness Absence and Ill-health Policies**

***RECOMMENDED:-***

***That the joint policies for St Edmundsbury Borough Council and Forest Heath District Council on Disciplinary and Capability, attached as Appendix A to Report B248, and Sickness Absence and Ill-Health, attached as Appendix B to Report B248 be approved.***

The Panel considered Report B248 (previously circulated) which sought approval to the adoption of single key Human Resources Policies for the management of human resources across St Edmundsbury Borough Council (SEBC) and Forest Heath District Council (FHDC).

At the moment both Councils had their own policies for dealing with Disciplinary and Capability and Sickness Absence and Ill-health. These policies were in line with current employment law, and follow Advisory, Conciliation and Arbitration Service (ACAS) best practice. They had been agreed by Unison and at Joint Staff Consultative Panels at both Councils, and any new shared policies needed to be agreed with Unison and by the Joint Staff Consultative Panel.

The Partnership People Protocol agreed by the two Councils encouraged the development of joint policies, to ensure consistency with the partnership agenda.

The use of the shared policies had been the subject of a pilot in the Waste Partnership. The policies had been amended as required to enable them to work effectively and deal with issues consistently across the two management structures. The basic policies adopted were based on the current SEBC Policies as they had been written and reviewed more recently, tried and tested, and had been accepted by Unison as being sound for both Councils.

It would be extremely enabling for the sharing of the Human Resources (HR) and the Learning and Development Services to use the same policies and procedures for dealing effectively with HR issues, and it would also be useful for service managers and team leaders managing shared services to become competent and confident with one policy for each situation.

HR had conducted a comparison of the key policies at both Councils to identify similarities and differences between the policies. Unison has also been involved in considering the policies and had agreed that a common policy would be extremely beneficial as identified in the Shared Services HR Protocol.

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