

Meeting:	Employees' Consultative Forum
Date:	31 January 2007
Subject:	Progress on consulting the unions on revised Attendance and Grievance policies and procedures
Key Decision: (Executive-side only)	No
Responsible Officer:	Paul Najsarek Director of People Policy & Performance
Contact Officer:	Lesley Clarke Corporate HR Manager
Portfolio Holder:	Deputy Leader with Portfolio responsibilities for Finance and Business Matters
Exempt:	No
Enclosures:	None

## SECTION 1 – SUMMARY

To note progress in the further consultation with the unions on revised Grievance and Attendance Policies and Procedures.

**REASON:** At its meeting on 1 November 2006, ECF requested officers enter into a further period of consultation with the unions on revised Grievance and Attendance policies and procedures. A request for further background information was also made.

## **SECTION 2 - REPORT**

### **Brief Background**

2.1 The report to ECF on 1 November 2006 stated that there had been a lack of response from the unions to revised policies and procedures for Grievance and Attendance. Officers were asked to carry out further consultation with the unions and to report further to this meeting of ECF.

2.2 Since the last ECF meeting, officers have consulted the unions on a revised structure of HR policy and procedure to include Grievance and Attendance as well as the Disciplinary, Probation, Capability and Harassment.

2.3 Consultation has been positive and further consultation will take place on the revised approach. A report, to include the background information requested at the last ECF meeting, will be presented at ECF's next meeting.

### **Resources, costs and risks**

#### *Resourcing*

2.4 The revised approach to the structure of HR policy and procedure development for the 6 policies noted above will have no direct impact on resourcing. If appeals in Grievance and Discipline are heard at the Director level, there will be a different make-up to officer support.

#### *Costs*

2.5 There are no direct costs of introducing a revised approach. Briefings to managers and employees will be provided by the Human Resources Group within existing resources.

#### *Risks*

2.6 Changes to the 6 policies and procedures have a direct bearing on employees' contract of employment. The risk of industrial action being taken against the change is low. There is also a low risk of a breach of contract/constructive dismissal claim.

### **Staffing / Workforce Consideration**

2.7 The revised approach will apply to all staff and is intended to resolve these staffing issues without undue delay and provide a simpler process for managers and employees to work within.

### **Equalities Impact consideration**

2.9 The revised approach will ensure fairness and consistency in how these staff matters are dealt with. Monitoring of the use of a new process and its impact on different social identity groups will be made and reported in the Annual Equality Report.

## Legal and Financial Comments

### *Legal Comments*

2.10 The revised approach will help the council to comply with relevant employment legislation .

### *Financial Comments*

2.11 There are no direct costs from the introduction of the revised approach. Briefings to managers on the new procedure will be provided by the Human Resources Group within existing resources.

## SECTION 3 - STATUTORY OFFICER CLEARANCE

Chief Finance Officer	<input checked="" type="checkbox"/>	Name: Barry Evans Date: 19 January 2007
Monitoring Officer	<input checked="" type="checkbox"/>	Name: Stephen Dorrian Date: 19 January 2007

## SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

**Contact:** Lesley Clarke, Corporate HR Manager, 020 8420 9309

### **Background Papers:**

- Revised Grievance Procedure and Attendance Procedures
- ECF reports of 1 November 2006

**IF APPROPRIATE, does the report include the following considerations?**

1.	Consultation	YES
2.	Corporate Priorities	YES
3.	Manifesto Pledge Reference Number	-