

**REPORT FOR: EMPLOYEES  
CONSULTATIVE FORUM**

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<b>Date of Meeting:</b>	24 January 2012
<b>Subject:</b>	Information Report - Employment Procedures Monitoring
<b>Key Decision:</b>	N/A
<b>Responsible Officer:</b>	Jon Turner, Divisional Director Human Resources and Development and Shared Services
<b>Portfolio Holder:</b>	Councillor Graham Henson, Portfolio Holder for Performance, Customer Services and Corporate Services
<b>Exempt:</b>	No
<b>Decision subject to Call-in:</b>	N/A
<b>Enclosures:</b>	Monitoring Information

## **Section 1 – Summary and Recommendations**

This report provides information on the progress of current employment procedures following discussion at the last meeting of the Forum.

**Recommendations:**

The Forum is requested to consider and note this report.

**Reason:** A report on this matter was requested by the Forum

## **Section 2 – Report**

### **Introductory paragraph**

This report provides information on the progress of employment procedures and the future reporting arrangements following discussion at the last meeting of the Forum when concern was raised about the length of time some cases were taking.

### **Options considered**

None

### **Background**

The employment procedures identified in this report are the Council's Dignity at Work Procedure (individual grievance procedure) Conduct (disciplinary procedure) and Capability Procedure (work performance). Council Managers are obliged to follow these procedures and the timescales within them. Sometimes there are difficulties with the timescales that can arise for a variety of reasons and these are noted in the enclosed monitoring information that lists current cases anonymously.

### **Current situation**

Currently, a quarterly report is made to the Council's Improvement Boards that includes information on employment procedures and can be used to signal any issues arising regarding compliance.

### **Future reporting arrangements**

The information in the enclosed report will be reported to Directorate Management Teams and also reported to the Employees' Consultative Forum.

### **Further action**

The Human Resources & Development Service is considering changes to the current processes that will facilitate improved performance in meeting timescales. Any proposals for change will be the subject of consultation with the trade unions through the Corporate Joint Committee and implementation reported to the Employees Consultative Forum through these monitoring reports.

## **Financial Implications**

No significant financial implications

## **Risk Management Implications**

Risk included on Directorate risk register? Yes

Separate risk register in place? No

These internal employment procedures are designed to meet the Council's obligations as an employer, and to be an employer of choice as they go beyond the minimum legal requirements and promote best modern practice.

## **Equalities implications**

Was an Equality Impact Assessment carried out? New equality impact assessments are being carried out on the suites of Council employment policies as part of a programme of EIA reviews.

## **Corporate Priorities**

This report provides information requested by the Forum.

### **Section 3 - Statutory Officer Clearance**

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 10 January 2012		
Name: Linda Cohen	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 10 January 2012		

### **Section 4 - Contact Details and Background Papers**

**Contact:** HRD Business Partners  
Sangeeta Jerath-Adults and Housing Services  
Susan McEvoy- Corporate Services  
Paul D Turner – Community and Environment and Place Shaping  
Paul R Turner – Children’s Services

Paul R Turner – 0208 424 1515 or HRD Advice Line 0208 424 1110 or extension 2110

**Background Papers:**

INFORMATION REPORT – Policies and Procedures Application, Employees’ Consultative Forum, 10 October 2011

<http://www.harlow.gov.uk/www2/ieListDocuments.aspx?CId=265&MId=60668>