

Report of	Meeting	Date
Deputy Chief Executive (Introduced by the Executive Member (Resources))	Executive Member Decision	10 December 2021

## Shared HR Policy Framework – Behaviour Policy Family

### Purpose of Report

1. To present the new shared Behaviour Policy Family for Executive Member consideration and approval.

### Recommendation(s)

2. That the new policies are approved and adopted.

### Executive Summary of Report

3. The Shared HR Policy framework is intended to provide modern, concise, and accessible guidance to employees and managers. The policies within the framework will apply to all employees across Chorley and South Ribble Councils, including those within the councils' leisure companies.
4. Policies have been combined where appropriate, to avoid duplication or contradiction. The combined policies have then been grouped into the following policy families.

Policy family	Policies
Organisational Change	Change
Work-Life	Parental Leave Leave Flexible Working Home Working
Benefits	Expenses Pensions and Long Service Reservist Sustainable Travel
Behaviour	Conduct Grievance Social Media Code of Conduct
Wellbeing	Improving Attendance Smoke Free & Substance Use Emotional Wellbeing
Recruitment and Development	Recruitment, Selection, and on-boarding Capability

5. The councils expect the highest standards of conduct from all employees, and for everyone to act with honesty, integrity, and to represent the councils to the best of their ability. The Behaviour policy family provides information on how these high standards are maintained and what happens if they are not.
6. These policies have been fully consulted on and feedback from employees and Unison incorporated into the final versions.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
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**Reasons for Recommendation(s)**  
**(If the recommendations are accepted)**

7. The policies form part of the Human Resources shared policy framework that ensures that the councils adhere to current legislation and continue to be proactive employers.

**Alternative Options Considered and Rejected**

8. Not to accept the updates to these HR policies.

**Corporate Priorities**

9. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy homes and communities		An ambitious council that does more to meet the needs of residents and the local area	X

**Background**

**Shared HR Policy framework**

10. The Shared HR Policy framework groups policies by theme or circumstance, and combines similar policies into new, concise documents. The new policies are easy to follow and understand and avoid jargon or legalistic language.
11. HR policies will not provide specific advice on individual circumstances. Detail which is specific to the individual will be included in their written statement of particulars (WSP). This will include information such as salary, notice period, redundancy multiplier, weekly hours, and annual leave entitlement. HR will continue to provide advice and support to managers and employees on situations affecting them.
12. A full package of training will be delivered to embed the new policies across the organisations. This workstream will support and run parallel to the manager development programme.

## **Behaviour Policies**

13. This policy family includes the Grievance, Code of Conduct, Social Media, and Conduct policies. Sickness absence is considered to be a wellbeing issue and as such is part of the Wellbeing policy family.
14. Policies will be supported by parallel HR specific tools such as templates, meeting outlines, forms, and manager guidance which will be developed and shared as appropriate.

## **Conduct**

15. This policy replaces the disciplinary policies and procedures of the councils. It clearly defines when a concern about an employee's performance or behaviour is due to a current inability to act differently (capability) as opposed to an intentional choice (conduct). The aim of the policy is to correct inappropriate conduct to create a positive working environment and support a high performing workforce.
16. The policy introduces a pre-agreement stage following any investigation for misconduct where both the employee and the investigation officers do not dispute the key facts and agree that a sanction is appropriate. With agreement, the investigation officer can issue a verbal or written warning without the need for the case to proceed to a hearing. This is then the end of the process, saving both officer time and limiting the impact of ongoing disciplinary action on the employee. This is a voluntary stage and employees will not be disadvantaged if they choose instead to go to a hearing.
17. Following consultation with the Joint Unison Branch it was agreed that the HR Appeals Committee process will apply to all dismissals due to conduct for both councils.

## **Grievance**

18. The Grievance policy combines the prevention of bullying and harassment and grievance policies and outlines how employees are expected to treat each other. The policy provides a framework for work-related concerns, problems or complaints to be raised and resolved.
19. The policy incorporates a facility for collective grievances to be raised, as agreed with the Joint Unison Branch.

## **Code of Conduct**

20. The Code of Conduct sits alongside the employee competency framework to outline the expected standards of professional behaviour and integrity. The code details the specific responsibilities of employees towards the standards they should maintain, which disclosures should be made, and how these are recorded.
21. There is a requirement to promote and reinforce the importance of disclosing interests, hospitality and gifts, to ensure all registers are accurate and up to date. Following the implementation of the policy, disclosures for both councils will be held centrally within Shared HR and reported as required.

## **Social Media**

22. This policy provides guidance on the use of social media to ensure that employees can use it effectively for both business and personal purposes, whilst ensuring the councils' reputations as community leaders is maintained.

23. The policy outlines the duty of all officers to use social media responsibly and how breaches of the policy will be resolved.

### Next steps

24. A package of training and briefings will be developed and delivered to managers and employees across the organisations following final sign off.

### Implications of Report

25. With the extension of shared services it is important that where appropriate and necessary the HR policies of the councils are aligned. The risks of this policy family not being adopted by either council is that colleagues working within the shared service would be provided with a different policy framework to work within. This would lead to inequality and confusion for staff.

26. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	x	Customer Services	
Human Resources		Equality and Diversity	
Legal	x	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

### Comments of the Statutory Finance Officer

27. No financial impact.

### Comments of the Monitoring Officer

28. This is a new policy but replaces existing documents that are within the policy framework of both councils as such it is an Executive Decision.

### Next steps

29. A package of training and briefings will be developed and delivered to managers and employees across the organisations following final sign off.

Chris Sinnott  
Deputy Chief Executive

Report Author	Ext	Date
Hollie Walmsley	5372	9 September 2021

Following careful consideration and assessment of the contents of this report, I approve the recommendation(s) contained in Paragraph 2 of the report in accordance with my delegated power to make executive decisions.

A handwritten signature in black ink, appearing to read 'Peter Wilson', with a stylized flourish at the end.

**Dated 10.12.21**

**Councillor Peter Wilson**  
Executive Member (Resources)