

DIGNITY AT WORK AND COMPASSIONATE LEAVE

Item 5

LEAD MEMBER: Councillor Keith Hitchen
REPORT AUTHOR: Neil White, Scrutiny Officer

Recommendation: that Personnel Panel be requested to recommend to the Executive that:

(A) in respect of the Council's Dignity at Work Policy:

1. The Dignity at Work Policy be renamed the Respect at Work policy.
2. The importance of Dignity at Work needs to be communicated effectively to all employees, managers and members across the Council.
3. Training should be introduced on Dignity at Work across the council for all managers and members and periodically refreshed.
4. Regular assessment and monitoring of the number of informal and formal complaints under the Council's Dignity at Work policy be regularly reported to the Executive.
5. Human Resources undertake an audit within the next twelve months to:
 - (a) establish how the introduction of a range of Work Life Balance policies would support the Council's future service priorities and help to promote the Council as an employer of choice, and
 - (b) explore the feasibility of using "informal" advisers to allow staff to air concerns informally and confidentially.
6. Corporate Team highlights the Council's successes more effectively through the Team Brief process and encourages Head of Departments to use that process to highlight successes within their own teams.
7. New members of staff receive a formal induction programme that includes a section on Human Resources policies and the importance of Work Life Balance within three months of beginning work at the Council.

(B) in respect of the Council's Compassionate Leave Policy:

1. the new draft Bereavement Leave and Family Illness policies be supported subject to the addition of Grandparents and Grandchildren

within the definition of “close family member” in the Bereavement Leave Policy.

2. Human Resources ensure that Trade Union involvement at an early stage and consultation with employees and the Personnel Panel is standard practice in developing the Council’s Human Resource policies.
3. The Compassionate Leave Policy be renamed the Special Leave policy and all the policies within this area be included in one document in a similar manner to the South Lakeland Special Leave Document.

1. BACKGROUND

The Overview and Scrutiny Management Committee at its meeting on 18 January 2008 considered the report from a Task and Finish Group that was established to look into the Council’s Dignity at Work and Compassionate Leave policies. That report is at Appendix “A”.

2. CONCLUSION

The Overview and Scrutiny Committee agreed to the recommendations of the Task and Finish Group which are detailed above. Personnel Panel is asked to consider these recommendations and then send them on to the Executive.

List of Appendices:

Appendix “A” – Report of the Dignity at Work and Compassionate Leave Task and Finish Group to the Overview and Scrutiny Management Committee.

List of Background Documents:

None