

(A) Council's Dignity at Work Policy	
RECOMMENDATIONS	SERVICE OFFICER COMMENTS (Author: Len Gleed, HR Manager) including any resource and legal implications.
1. The Dignity at Work Policy be renamed the Respect at Work policy.	In the past "Dignity at Work" has been the widely accepted title for this type of policy. To avoid being drawn into a prolonged philosophical debate about terminology, I would suggest the obvious compromise "Respect & Dignity at Work Policy", which is used by some organizations.
2. The importance of Dignity at Work needs to be communicated effectively to all employees, managers and members across the Council.	Agreed
3. Training should be introduced on Dignity at Work across the council for all managers and members and periodically refreshed.	Agreed
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.	The basic statistics could certainly be reported. In addition, it would be useful to continue to include relevant questions in our periodic Staff Attitude Surveys.
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.	Various policies related to Work-Life Balance are on the agenda to be revisited during the Pay & Grading Review negotiations. The question of improving the position in terms of "support advisers" to help with Respect & Dignity at Work issues will be addressed in the revision of that policy. Completing the Pay & Grading Review and carrying out some policy up-dates, including Respect & Dignity at Work, is as much as current resources can deliver.

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.	Agreed
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.	Agreed. The Corporate Induction process has been refreshed, and a range of HR policies are covered soon after New Starters arrive.
(B) Council's Compassionate Leave Policy	
RECOMMENDATIONS	SERVICE OFFICER COMMENTS (including any resource and legal implications)
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.	Agreed
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.	Agreed. This generally reflects existing practice.
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.	Agreed