



People Framework

Part 2

Who Does What



Version number 1
Date June 2019

Contents

1. Leadership Team	4
2. Managers	4
3. Employees	5
4. The Human Resources Team	6
5. Occupational Health	6
6. Staff Consultative Group	6

Tracking

Policy Title	People Framework – Who Does What		
LT sign off	15 November 2019		
Committee	HR Panel Strategy & Resources	Date approved	17 December 2019 (TBC) 30 January 2020 (TBC)
Review due date	15 November 2021	Review completed	
Service			

Revision History

Revision Date	Revisor	Previous Version	Description of Revision

Document Approvals

Each revision requires the following approvals:

Sponsor Approval		Name	Date

Part 2 of the People Framework outlines who does what in relation to the implementation of the People Framework. It sets out the roles and responsibilities which are applicable across the whole of the People Framework, specifically relating to the policy scope (Part 1) and individual procedures (Part 4).

The roles and responsibilities are outlined as follows:

1. Leadership Team

Leadership Team comprises of the Chief Executive, Chief Operating Officer and Heads of Service. The team has the following responsibilities in terms of the People Framework:

- Ensure the People Framework supports the strategic direction of the organisation.
- Actively promote the People Framework across the Council to foster a culture in line with the Council's Behaviour Framework
- Ensure that the People Framework is implemented across the Council, ensuring that all managers and employees are aware of what is expected of them as outlined in each of the policy areas and relevant procedures.
- Ensure all employees are aware what is expected of them in terms of the People Framework.
- Monitor organisational effectiveness against the People Framework with input from HR where appropriate.
- Application of policies and procedures is routinely discussed at Leadership Teams and Divisional management meetings.
- Ensure that managers are accountable for the consistent and effective application of the People Framework.
- Chairs and leads formal meetings in line with the relevant process with advice from HR.

2. Managers

Managers have line management responsibility of employees who are direct reports. Managers have the following responsibilities in terms of the People Framework:

- Actively promote the People Framework across the Council to foster a culture in line with the Council's Behaviour Framework.
- Ensure that the People Framework is implemented across the Council, ensuring that all employees are aware of what is expected of them as outlined in each of the policy areas and relevant procedures.

- Monitoring procedures for each of the policy areas ensuring procedures are followed consistently creating a fair environment.
- Conducts and records discussions/meetings in line with the relevant policy and procedures in a timely manner.
- Engages relevant support to support employees in their role.
- Ensures that in dealing with policy areas, the Council is complying with employment legislation, e.g. the Equality Act 2010.
- Identifies and seeks to address issues in all of the policy areas and seeks to resolve these promptly, sensitively using the informal stages to identify, discuss matters and engage with employees.
- Chairs and leads formal meetings in line with the relevant procedures with advice from HR.

3. Employees

Employees are at all levels across the organisations irrespective of their role. Employees have the following responsibilities in terms of the People Framework:

- Understand and comply with the requirements of each policy area and procedure within the People Framework.
- Attend work in accordance with their contracted hours and days unless absence has been authorised.
- Advise and discuss any concerns or difficulties that they are experiencing at the earliest opportunity with their managers (e.g. work related or non-work related issues affecting their performance level).
- Engage with their manager on all aspects of the People Framework and their employment with the Council.
- Have the right to be accompanied by either Staff Consultative Group Representative, trade union representative or work colleague at formal hearings in line with the relevant procedure.
- Arrange appropriate companion to attend any formal meetings and hearings in line with the relevant process.

4. The Human Resources Team

The HR Team are responsible for supporting the delivery of the People Framework. HR have the following responsibilities in terms of the People Framework:

- Maintaining and updating the People Framework to ensure it's in line with current legislation.
- Providing advice and support to managers on all operational aspects of the People Framework to maintain consistency in its application (E.g. Issuing Formal letters, OH referral, SSP / OSP information).
- Attending formal meetings to provide procedural advice, guidance where appropriate, supporting managers and employees through informal and formal stages in dealing with policy areas.

5. Occupational Health

OH are the expert occupational health medical advisors that support the Council. OH have the following responsibilities in terms of the People Framework:

- Provide independent medical advice and guidance on employee health matters.

6. Staff Consultative Group

Staff Consultative Group is the forum where the Council communicates and consults with employees to discuss issues of mutual concern exchanging information and views. SCG have the following responsibilities in terms of the People Framework:

- Support and advise employee at employee's request.
- Accompany the employee at formal meetings at their request.