

People Framework Part 1

Policy Scope



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Tracking

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Service			

Revision History

Revision Date	Revisor	Previous Version	Description of Revision

Document Approvals

Each revision requires the following approvals:

Sponsor Approval		Name	Date

1. Introduction

Epsom & Ewell Borough Council's People Framework:

- Provides an outline as to how the Council will manage its workforce.
- Includes best practices such as ACAS guidance which are documented and implemented as appropriate to our organisation.
- Ensures that management decisions and action are consistent and uniform with employees being supported in their role to perform at their best.

The People Framework comprises of five parts:

- Part 1 – Policy Scope
- Part 2 – Roles & Responsibilities
- Part 3 – Definitions
- Part 4 – Individual Procedures
- Part 5 – Guidance Documents

The Behaviour Framework supports the Council's People Framework and defines 'how' employees are expected to approach their work.

The procedures outlined in Epsom & Ewell Borough Council's People Framework apply to all employees of Epsom & Ewell Borough Council. The procedures are not applicable to Casual workers, Agency workers or Contractors.

Part 1 of the People Framework details an overview of the key people management policy areas and includes the following:

- Absence Management
- Adoption, Maternity, Ordinary Parental Leave, Paternity Leave, Shared Parental Leave
- Annual Leave & Special Leave
- Capability
- Dignity at Work
- Disciplinary
- Employee Pay & Reward
- Flexible Working & Working from Home
- Grievance
- Inclusion & Diversity
- Induction & Settling In
- Job Evaluation
- Overtime
- Performance Management
- Politically Restricted
- Recruitment & Selection , Recruitment & Retention Allowances, Relocation, Safer Recruitment

- Workforce Change

2. Absence Management

Epsom & Ewell Borough Council is committed to maintaining and supporting the health and wellbeing of all its employees. The Council recognises that there will be occasions when employees may be unable to attend work due to their own ill-health. The purpose of the Absence Management procedure is to:

- Outline fair and consistent management, reporting and recording of sickness absence (short and long term) across the Council.
- Maximise attendance of employees, providing proactive support to those who are absent due to sickness.
- Ensure employees receive appropriate management support and have access to support services provided by the Council (e.g. Occupational Health Service, Employee Assistance Programme).
- Ensure that the Council is compliant with all relevant legislation, in particular the disability provisions of the Equality Act 2010.

The Absence Management procedure is not applicable to absence for reasons other than sickness, which is covered by other policies (e.g. Annual Leave, Special Leave).

3. Adoption, Maternity, Ordinary Parental Leave, Paternity Leave, Shared Parental Leave

Epsom & Ewell Borough Council is committed to supporting its employees to maintain a balance between work and family life. The Council recognises that there will be occasions when employees will be away from work due to family commitments.

The purpose of these procedures is to set out the rights of employees to time off and pay in respect of adoption, maternity, parental, paternity and shared parental leave.

4. Annual Leave & Special Leave

Epsom & Ewell Borough Council is committed to supporting its employees to maintain a balance between home and work responsibilities.

The purpose of these procedures is to set out employee's entitlements in relation to annual leave and the support available to employees who need to take special leave.

5. Capability

Epsom and Ewell Borough Council is committed, to develop and support its employees in developing and maintaining their skills, knowledge, behaviour and ability to deliver good quality, cost effective services. The purpose of the Capability procedure is to:

- Provide a clear framework outlining, fair and consistent support for employees in performing the functions of their post to a satisfactory level.
- To support employees in improving their performance to the standard required wherever possible.

6. Dignity at Work

This procedure covers bullying and harassment of and by managers, employees, contractors, agency staff and anyone else engaged to work at the organisation, whether they are in a direct contractual relationship with the organisation or otherwise. If the complainant or alleged harasser is not employed by the organisation, eg if the worker's contract is with an agency, this policy will apply with any necessary modifications such as that the organisation could not dismiss the worker but would instead require the agency to remove the worker, if appropriate, after investigation and disciplinary proceedings.

The policy covers bullying and harassment in the workplace and in any work-related setting outside the workplace, eg business trips and work-related social events.

7. Disciplinary

This procedure provides a framework for ensuring that employees are made aware of unacceptable conduct and that issues are addressed promptly and consistently.

The purpose of this procedure is to:

- Ensure that all employees are aware of their responsibilities regarding maintaining standards of individual conduct and are given the opportunity to improve them wherever necessary.
- Ensure that the Council, its employees, customers, members of the public and recipients of Council services are protected from the consequences of misconduct.

This procedure applies to all employees after they have successfully completed their settling in period.

8. Employee Pay & Reward

Epsom & Ewell Borough Council is committed to maintaining a legal, fair, and affordable Pay and Reward procedure for its workforce.

The aim of this procedure is to provide a framework that enables pay structures and procedures to:-

- Support the delivery of the Corporate Plan by encouraging flexibility, improving productivity and by building future capacity across the entire workforce
- Attract, retain and motivate suitably skilled employees so that the Council can perform at its best
- Reward consistent performance in line with the Council's Performance Management scheme (including the behaviour framework) and identify and encourage potential for career development.

9. Flexible Working

Epsom & Ewell Borough Council is committed to supporting its employees to maintain a balance between home and work responsibilities.

The purpose of these procedures is to set out the rights of employees to request alternative working arrangements.

10. Grievance

This procedure provides a framework for ensuring that employees are able to raise concerns and that issues are addressed promptly and consistently.

The procedure aims to ensure that:

- Lawful, non-discriminatory and effective arrangements exist for dealing with employee concerns
- All employees are aware of their responsibilities regarding raising problems and concerns and will not suffer detriment for doing so
- Managers are aware of and are supported in addressing issues

This procedure can be used for any matter arising directly out of an employee's employment, except where another more specific process exists for that purpose.

These other processes include, but are not limited to:

- Dignity at Work
- Job grading
- Performance improvement
- Settle-In period
- Flexible working request
- Disciplinary issues
- Absence management
- Redundancies
- Application of pension scheme rules
- Protected disclosure within the meaning of the Public Interest Disclosure Act 1998 (whistle blowing)
- Matters over which the Council has no control e.g. income tax, national insurance and national pay awards.

11. Inclusion & Diversity

Epsom & Ewell Borough Council XXX

The purpose of these procedures is to XXX

12. Induction & Settling In

Epsom & Ewell Borough Council is committed to providing all new employees with a comprehensive Induction Programme that will familiarise them with the organisation, their service area and their team.

This procedure sets out the different stages of induction and how employees will be supported to achieve the required standards of performance and behaviour during their first six months of employment.

The Council's Induction programme applies to all new employees. Where temporary employees and agency workers are engaged for shorter periods, they will receive a local induction programme through their manager which is tailored to enable them to fulfil their temporary duties.

The Settling-In period applies to existing employees who are successful in obtaining a new position within the Council.

The Induction and Settling In procedure provides a framework for the first six months of employment. After six months the Council's Performance Management procedure will apply.

13. Job Evaluation

Epsom & Ewell Borough Council is committed to maintaining a legal, fair, and affordable pay structure for its workforce and to ensuring compliance with equal pay legislation.

The Job Evaluation procedure applies to all new and revised roles within Epsom & Ewell Borough Council with the exception of the Chief Executive and Chief Operating Officer.

The purpose of this procedure is to ensure:

- The relative equal value of roles across the organisation.
- A transparent approach to the grading of and pay for roles across the organisation.

14. Overtime

Epsom & Ewell Borough Council XXX

The purpose of this procedure is to XXX

15. Performance Management

Epsom & Ewell Borough Council is committed to encouraging and supporting all individuals to achieve and maintain good performance to be the best they can and to maximise productivity.

The Performance Management procedure provides a clear framework:

- To outline the expected standards of performance and behaviour.
- To ensure employees receive appropriate management support and have access to the necessary resources to achieve the required standards of performance.
- To ensure consistent and fair treatment for all employees who experience difficulties in performing their duties to a satisfactory standard.

16. Politically Restricted

Epsom & Ewell Borough Council XXX

The purpose of this procedure is to XX.

17. Recruitment & Selection, Recruitment & Retention Allowances, Relocation, Safer Recruitment

Epsom & Ewell Borough Council is committed to recruiting and retaining suitably skilled employees so that the Council can perform at its best and to ensuring a legal and fair recruitment process.

These procedures outline the key stages to follow when recruiting employees, considering recruitment, retention and relocation allowances and ensuring that the necessary pre-employment checks are undertaken.

18. Working from home

Epsom & Ewell Borough Council supports working from home as part of its overall commitment to equal opportunities in employment and recognises that working from home on an occasional basis can help employees to balance their work and personal lives, achieve business objectives and have a positive impact on the working environment.

The purpose of this procedure is to outline the practicalities and considerations of working from home.

19. Workforce Change

Epsom & Ewell Borough Council XXX

The purpose of this procedures is to XXX.