

REVISED EMPLOYMENT POLICIES

Relevant Portfolio Holder	Cllr Michael Braley, Portfolio Holder, Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	None
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To seek Members' approval of revised employment policies that have been developed in conjunction with Trade Union Representatives.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

the Employment Policies attached to the report at Appendices 1 and 2 be approved, namely:

- **Time Off for Public Duties**
- **Volunteering.**

3. KEY ISSUES

3.1 As Members are aware, Officers and Unions have been working together to review a number of employee related policies over the last 12 months. A number of policies were reported to the Executive Committee on 2nd August 2011. The policies attached to this report are in addition to those already approved.

3.2 This report includes the proposed revised policies developed and agreed with the trade unions to reflect the proposed Volunteering and the Time off for Public Duties support to employees.

Volunteering Policy

3.3 Officers recognise the contribution that an employee volunteering scheme can make to the wider community; allowing employees to "give something back" to their community. Officers believe that the scheme would also show that the Council is taking pro-active steps to develop relationships with the voluntary sector.

- 3.4 The proposed scheme would enable employees to request a maximum of 16 hours work with the voluntary sector during any 12 month period as paid time away from work. This would be discussed with line managers to ensure that there would be no impact on Council service delivery. Further details of the scheme are attached at **Appendix 1**.

Time off for Public Duties

- 3.5 Employees have the right to time off work for certain public duties and services. For Local Authority employees the rights vary, depending on what the duty or service is. These are all detailed in **Appendix 2** and include magistrates and school governors.
- 3.6 Officers can grant a reasonable amount of time off work so that the employee can undertake the role associated with that position. The time off is paid at the normal rate of pay with a deduction made for any monies received from the other organisation in respect of duties performed.
- 3.7 If the periods of time off become excessive, line managers can reassess the position and request that the employee takes leave or flexi to continue the role.

Financial Implications

- 3.8 None as a direct result of this report

Legal Implications

- 3.9 All proposed changes to employee related policies have been developed in conjunction with Union representatives in accordance with employee legislation. In addition Officers have considered the following in developing the proposed policies :

- Working Time Regulation 2007
- National agreement on pay and conditions of service for Local Government Services
- Employment Rights Act 1996
- Employment Relations Act 2004
- Trade Union and Labour Relations (consolidation) Act 1992.

Service/Operational Implications

- 3.10 The proposed revised policies have been negotiated with Union representatives.

Customer / Equalities and Diversity Implications

- 3.11 Assessments have been made across all proposed policies to identify any equality issues. These have been discussed with the Union representatives and further analysis of impact has been undertaken where required.

4. RISK MANAGEMENT

The proposed policies reflect the changes required to ensure a consistent approach to employee related matters.

5. APPENDICES

Appendix 1 – Volunteering Policy

Appendix 2 – Time off for Public Duties.

6. BACKGROUND PAPERS

Previous employment-related policies

Minutes / documents from negotiations with Union representatives.

AUTHOR OF REPORT

Name: Becky Talbot
E Mail: b.talbot@redditchbc.gov.uk
Tel: 01527-64252 ext 3385