

Improving Work Policy and Procedure – Policy Update

Purpose of Report

1. The purpose of this report is to update the Staffing Policy Committee on changes to the Capability Policy, now renamed the Improving Work Performance Policy and Procedure.

Background

2. The policy has not been reviewed for some time. A lean review revealed several issues for managers and HR when using the current policy.
3. The policy has been often difficult to follow. The policy is now much clearer to read and follow.
4. Roles and responsibilities have not been clear.
5. Human Resources aim to create policies which are consistent in format, easy to read and understand and are fit for purpose. This policy is in the new format which supports these aims.

Main Considerations for the Council

6. In amending the policy key stakeholders were consulted including HR, the Legal Department, the Equality Impact Assessment Forum, the Black Minority Ethnic and Disability forums and the Trade Unions.
7. The main changes to the policy are:

7.1 The policy name has changed from Capability to Improving Work Performance as it is felt the new names makes it easier to understand what the policy is to be used for.

7.2 There is now a toolkit of supporting documents to help managers including guidelines and template letters.

7.3 The policy has been made simpler to read.

7.4 A greater emphasis is placed on the fact that managers should only implement this policy when the normal processes of 1-1 meetings with the employee have failed. This procedure should not be a complete surprise to the employee.

7.5 There is a greater emphasis on the manager setting objectives with the employee against which they can be measured, rather than solely reviewing their performance against a job description.

7.6 It has been made clearer that when the employee is performing at an acceptable level, the procedure is at an end.

7.7 The option to take voluntary early retirement has ended.

Environmental Impact of the Proposal

8. None.

Equalities Impact of the Proposal

9. An Equality Impact Assessment was undertaken on 12 January 2011 and no negative impacts were identified.

Risk Assessment

10. None

Options Considered

11. None.

Recommendation

12. To recommend Council approve the revised policy on Improving Work Performance.

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The following unpublished documents have been relied on in the preparation of this Report: None