

WILTSHIRE COUNCIL

Staffing Policy Committee
11th January 2012

The Behaviours Framework **Embedding the framework in current HR Policies**

Purpose of report

1. The purpose of this item is:
 - To propose a new behaviours framework policy and procedure.
 - To propose updates to some current HR policies in order to 'embed' the behaviours framework within current HR processes and procedures.
 - To seek any comments/observations necessary to enable HR to improve the draft as provided.
 - To agree that Human Resources implements this new policy along with updates to other HR policies from the beginning of February 2012.

Background

2. A new behaviours framework policy and procedure is being proposed in order to support the newly established behaviours framework.
3. Updates are required to some HR policies and associated documents in order to ensure that processes are carried out in accordance with the behaviours framework.

Main considerations for the Council

4. The behaviours framework policy and the behaviours framework will be further supported by guidance for managers. The guidance ensures managers understand how to use the framework with their employees, how to set objectives, conduct one to one meetings and appraisals and manage difficult or inappropriate behaviour of an employee, etc, using the behaviours framework.
5. The main updates are as follows:
 - 5.1 A new Behaviours Framework Policy and Procedure.
 - 5.2 An additional guidance document to support managers in the implementation of the new policy.
 - 5.3 Some amendments to current policies including Code of Conduct, Disciplinary, Improving Work Performance, Grievance, Dignity at work, Probationary Periods and Recruitment: in order to embed references to behaviour and the Behaviours Framework in these policies.

Consultation

6. The policy was approved by JCC on 21st December 2011 following consultation with HR, union representatives and other key stakeholders.

Environmental Impact of the Proposal

7. None.

Risk Assessment

8. None.

Financial Implications

9. None.

Recommendations

10. The Staffing Policy Committee is invited to agree the new policy and procedure and associated changes as presented.

Barrie Pirie
Service Director,
Human Resources and Organisational Development

Report Author: Melanie Lyng, HR Policy Officer

The following unpublished documents have been relied on in the preparation of this report: None