

DIGNITY AT WORK – POLICY UPDATE

Purpose of Report

1. This report presents the updated Dignity at Work Policy for officers, managers and contractors and is recommended for adoption and implementation.

Background

1. Prior to 2009 Wiltshire County Council operated an agreed Dignity at Work policy and the 4 former District Councils operated Bullying and Harassment Policies for their staff. Since then the Dignity at Work policy, based on the former county council's policy, has formed part of the terms and conditions of new employees. It is also a key element of the Council's induction programme for staff and it supports the Council's corporate Plan, "One Council – One Culture, treating others with respect".
2. Following concerns raised about use of the policy an independent review was undertaken which recommended that:
 - a) the Council's Dignity at Work Policy should have its own identified process for investigating and considering complaints
 - b) that the procedure should include a clear appeals process for all parties.
3. Human Resources aims 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. The formal part of the policy now links directly with the Disciplinary Procedure which covers the investigation process and how to address complaints. The new appeals process for the complainant is covered in the Appeals section of the policy.

Main Considerations for the Council

4. In amending the policy key stakeholders were consulted including Human Resources advisers, Richard Payne – South West Regional Employers, and the Joint Consultative Committee where the unions agreed the revisions to the policy.
5. The main changes to the Dignity at Work Policy have been:
 - Formatting the policy in line with the new policy template.

- Clarifying the formal procedure to be followed when complaints cannot be resolved at the informal stage.
 - Providing a process of appeal for the person raising the complaint at the investigation stage.
 - Providing a toolkit with both manager and employee guidance and standard letters for managers.
6. Agreement is sought to implement the revised policy as a harmonised policy for all Wiltshire Council Employees.

Environmental Impact of the Proposal

7. None.

Equalities Impact of the Proposal

8. An Equalities Impact Assessment will be undertaken.

Risk Assessment

9. None identified

Options Considered

10. None.

Recommendation

11. To recommend that Staffing Policy Committee approve the revised Dignity at Work policy.

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The following unpublished documents have been relied on in the preparation of this Report: Ex Wiltshire Council Dignity at Work Policy