

**WILTSHIRE COUNCIL**

**STAFFING POLICY COMMITTEE**

11 January 2011

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**PERSONAL RELATIONSHIPS AT WORK AND RELATED MATTERS POLICY AND PROCEDURE**

**Purpose of Report**

1. This report presents the revised personal relationships at work and related matters policy and procedure, which updates the existing relatives/relationships in work policy and is in line with the Equality Act 2010, with the aim of having it approved by this committee.

**Background**

1. The current relatives/relationships in work policy on HR direct was last revised in 2008. In terms of the ex-district councils, West Wilts and Kennet District both had policy statements which restricted the appointment of relatives or those with close personal ties (in West Wilts only) being in a position of authority over each other. Although the majority of ex district staff are now harmonised on to Wiltshire terms and conditions it is proposed that this new personal relationship at work and related matters policy and procedures should apply to all employees as a harmonised policy.
2. As a harmonised policy and procedure it applies to all Wiltshire Council employees and prospective employees (job applicants) except for teaching and non-teaching staff employed in locally managed schools.
3. The policy and procedure sets out Wiltshire Council's approach to close relationships at work and related matters which is in line with the Equality Act 2010 and aims to assist managers work sensitively with employees and job applicants to identify and resolve potential conflicts of interest which may arise as a result of a close personal relationship at work. The policy is closely linked to the recruitment policy.
4. The aim of this review was also to:
  - maintain consistency of approach by adopting the standard policy format;
  - make the procedure clearer and easier to follow
  - ensure the content is up to date and fit for purpose.

**Main Considerations for the Council**

5. In amending the policy and procedure key stakeholders were consulted including the operational human resources teams, legal, the stakeholder panel and the unions.
6. The main changes to the personal relationships at work and related matters policy and procedure are:
  - the policy and procedure has been updated in line with the Equality Act 2010.

- there is information about assessing risks when employees are in a close personal relationships where there is a line management/supervisory relationship or where employees work in the same team or across functions or where issues arise as a result of a relationship breakdown.
  - roles and responsibilities have been clarified.
7. It is proposed that there will be some guidance notes to accompany the policy and procedure.

### **Environmental Impact of the Proposal**

8. None.

### **Equalities Impact of the Proposal**

9. An Equalities Impact Assessment was undertaken on 8 November 2011 and no negative impacts were identified.

### **Risk Assessment**

10. None

### **Options Considered**

11. None.

### **Recommendation**

12. To recommend approval of the personal relationships at work and related matters policy and procedure.

**Barry Pirie**  
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**HR & OD**

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