

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Phil Adams, Executive Manager People and Public Protection

To: Policy Development Panel, 20 February 2018
South Holland District Council, 11 April 2018

Author: Claire Burton, HR Manager (Spalding)

Subject: Additions to the HR Policy Handbook;
- Career Break Policy
- Stuck Not Sick Policy
- Drugs and Alcohol Policy

Purpose: This report presents new policies to the HR Policy Handbook.

Recommendation(s):

That the following policies are approved;

- 1) Career Break Policy
- 2) Stuck Not Sick Policy
- 3) Alcohol, Drugs and Substance Misuse Policy

1.0 BACKGROUND

1.1 In January 2017, Full Council approved the Employee Handbook which contains a number of employee policies. In line with what was agreed at that meeting, three additional policies have been developed and this report seeks the approval of those additional policies.

1.3 Each policy outlines legal principles only and any specific details will fall within procedures. This is to enable longevity of the policies are sustainable for a longer period of time, therefore reducing the review periods and mitigate the risk of non-compliance. Where changes to legislation or constitution arise, the policies will be amended accordingly.

1.4 As new policies are adopted, all staff will be communicated with to raise awareness of its existence.

1.5 The new policies and a key summary of each are below:

Policy	Key summary
<p>Career Break Policy <i>Appendix 1 – Policy 3 - Special Leave, page 2</i></p>	<p>The development of a Career Break Policy/Procedure has stemmed from a request from a long serving staff member to take a Career Break. There is no scheme currently available hence the preparation of this new policy.</p> <p>An employee is required to have had 26 weeks' employment before they may request a career break. This is in line with statutory leave such as maternity, adoption and parental leave requests. Career breaks are unpaid and may be requested by any employee so long as they meet the length of service required.</p> <p>A benchmarking exercise has been carried out with neighbouring authorities. Out of the 6 surveyed, 5 of those have had Career break schemes in place between 6 and 10 years and on average have 2 requests per year.</p> <p>It is anticipated that the Career Break policy would enhance the benefits for current and prospective employees and enable an effective retention tool.</p>
<p>Stuck Not Sick Policy <i>Appendix 1 – Policy 3 - Special Leave, page 2</i></p>	<p>The Stuck Not Sick procedure gives employees access to two emergency days in the leave year where, with a genuine reason, they are able to take a leave of absence without prior agreement, but with the authorisation of their line manager. This leave of absence can be covered by annual leave, flexitime, or through leave without pay or where in the interest of the service by repayment of the time within an agreed period. This may cover times of emergency such as adverse weather</p>

	<p>conditions making it difficult to travel to work, or problems needing an employee's attention with little or no notice.</p> <p>The policy aims to address situations which are not covered by existing policies and procedures and where currently an employee might be tempted to telephone in sick when in fact they are not genuinely sick, but they are genuinely stuck</p>
<p>Alcohol, Drugs and Substance Misuse Policy <i>Appendix 2 – Policy 12 Alcohol, Drugs and Substance Misuse Policy</i></p>	<p>The policy addresses the principals by which the Council would like employees to operate by when addressing alcohol, drugs and substances.</p> <p>The recommendation is to test for Alcohol, Drugs and Substance Misuse on a 'just cause' basis rather than adopt random sampling.</p> <p>The Council seek to take a supportive stance where possible, but acknowledges this cannot always be the case when the safety of others is at risk. The approach the Council will take in the different situations is outlined in the procedure and stand by its commitment to act on their Duty of Care to all.</p>

2.0 OPTIONS

2.1 Do Nothing

2.2 Approve the new policies as part of the HR Policy Handbook for South Holland District Council.

3.0 REASONS FOR RECOMMENDATION(S)

3.1 To mitigate risk and ensure appropriate policies are in place to deal with employee related issues in a fair and consistent manner.

4.0 **EXPECTED BENEFITS**

- 4.1 To mitigate risk in the application of policies.
- 4.2 To provide transparent, consistent and fair policies across the Council.
- 4.3 To actively support culture and change in a positive way

5.0 **IMPLICATIONS**

5.1 **Carbon Footprint/Environmental Issues**

- 5.1.1 None

5.2 **Constitution & Legal**

- 5.2.1 Amendments to relevant policies will be made as and where dictated by any change to constitutional or legal requirements.
- 5.2.3 The Policy Handbook is designed with the intention to reduce the risk of litigation against the Council

5.3 **Contracts**

- 5.3.1 None

5.4 **Corporate Priorities**

- 5.4.1 The policy proposals are made with the intention of supporting the Councils' corporate priority of providing the right services, at the right time, in the right way by ensuring the recruitment of high calibre individuals are in place to help deliver the corporate vision.

5.5 **Crime and Disorder**

- 5.5.1 None

5.6 **Equality and Diversity/Human Rights**

- 5.6.1 The proposed policies are designed in compliance with Equality and Diversity as per the Equality Act 2010.

5.7 **Financial**

- 5.7.1. None

5.8 Health and Well-being

5.8.1 None

5.9 Reputation

5.9.1 None

5.10 Risk Management

5.10.1 These proposals are made (in part) with the intention of reducing the risk of litigation against the Council. These proposals are made with the intention of supporting the Councils strategic position by enabling effective policy management appropriately within the bounds of the law.

5.11 Staffing

5.11.1 These proposals are made in order to ensure the best possible infrastructure is in place to recruit, select, retain and performance manage employees across the Council.

5.11.2 These proposals are made to ensure both staff and management are clear on relevant legislation, best practice and risk mitigation.

5.12 Stakeholders / Consultation / Timescales

5.12.1 Consultation has taken place with Unison

5.13 Transformation Programme

5.13.1 These proposals are made to support the Councils Transformation programme

6.0 WARDS/COMMUNITIES AFFECTED

6.1 It is the opinion of the Report Author that there are no areas within the community which will be affected by the recommendation

7.0 ACRONYMS

7.1 None used

Background papers:- None

Lead Contact Officer

Name and Post: Claire Burton, HR Manager CPBS
Telephone Number: 01775 764458
Email: claire.burton@cpbs.com
Key Decision: No
Exempt Decision: No

This report refers to a Mandatory Service

Appendices attached to this report:

Appendix 1 Policy 3 - Special Leave

Appendix 2 Policy 12 - Alcohol, Drugs and Substance Misuse