

## **COUNCIL JOINT CONSULTATIVE COMMITTEE**

**Thursday, 21st January, 2016**

Present:-

Councillor Huckle (Chair)

### Representing the Council

Councillors	Innes
	Slack
K Harley	Human Resources
M Rich	Executive Director
R Lenthall	Democratic Services

### Representing Employees

A Fowler	UNISON
P Longley	UNISON
P Mallender	UCATT
M Slack	UNISON

## 11 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Caulfield, Councillor Niblock, Councillor Wall, Carl Hayes and Dean Clarke.

## 12 **REVIEW OF POLICIES**

### **MANAGING ATTENDANCE POLICY**

Kate Harley presented a report on the revised Managing Attendance Policy. The Managing Attendance Policy was given a high priority rating in the programme of policy reviews devised by the Policy Working Group.

The Managing Attendance policy had been completely rewritten with the main changes including the introduction of the Fit for Work service, more formalised contact arrangements, new trigger points for action to be taken and standard letters for issue. A copy of the revised policy and the equalities impact assessment was included with the report.

In addition, it was noted that training courses would be provided for managers to support the implementation of the revised policy and ensure it was implemented consistently across the council.

**RESOLVED –**

- (1) That point 38 of the policy be amended to include clarification on the Fit Note.
- (2) That point 86 of the policy be amended to provide further clarification on the process to Stage 3 and to include further emphasis on supporting the employee back into work.
- (3) That, subject to the amendments, the revised Managing Attendance Policy be approved for referral to the Employment and General Committee.

### **CAPABILITY POLICY**

Kate Harley presented a report on the revised Capability Policy. The Capability Policy was given a high priority rating in the programme of policy reviews devised by the Policy Working Group.

The Capability Policy previously existed as part of the Disciplinary Policy. There was a need for a stand-alone policy therefore the new Capability Policy was created to provide clearer procedures for managers and employees to follow. A copy of the revised policy and the equality impact assessment was attached to the report.

### **RESOLVED –**

That the revised Confidential Reporting Policy be approved for referral to the Employment and General Committee.

### **MANAGING WORKPLACE STRESS POLICY**

Kate Harley presented a report on the revised Managing Workplace Stress Policy. The Council Health and Safety Committee had highlighted that the policy needed revision.

The main revisions to the policy included the addition of guidelines on the completion of the stress risk assessments and subsequent action plan. A copy of the revised policy and the equality impact assessment was attached to the report.

### **RESOLVED –**

That the revised Managing Workplace Stress Policy be approved for referral to the Employment and General Committee.

### **DRUG AND ALCOHOL MISUSE POLICY**

Kate Harley presented a report on the revised Drug and Alcohol Misuse Policy. Concerns had been raised by the Transport Group around litigation in the case of traffic accidents therefore it was decided that the Drug and Alcohol Misuse policy needed revision.

The main revision to the policy was the inclusion of a testing facility where there is concern that drug or alcohol misuse exists. A copy of the revised policy and the equality impact assessment was attached to the report.

### **RESOLVED –**

That the revised Drug and Alcohol Misuse Policy be approved for referral to the Employment and General Committee.