

FOR PUBLICATION

AGENDA ITEM

ZERO HOURS POLICY (EC130)

MEETING: Employment and General Committee

DATE: 3 November 2014

REPORT BY: Human Resources

WARD: ALL

COMMUNITY FORUM: ALL

KEY DECISION
REFERENCE
(IF APPLICABLE):

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: NONE

1.0 **PURPOSE OF REPORT**

1.1 To seek agreement to the introduction of the new Zero Hours Policy and Guidance.

2.0 **BACKGROUND**

2.1 Recent media coverage has brought the issue of exploitative zero hours contracts into the spotlight.

2.2 Although the Council utilises employees on zero hours contracts across a number of services, there is currently no policy regarding the Council's position on the use of these contracts.

2.3 The Council is committed to the fair treatment of its workforce regardless of the different contractual arrangements that they are

engaged on. With this in mind, it was decided that a policy document should be developed in order to formalise this commitment.

2.4 Following the completion of an initial draft of the Policy, the document was then distributed to Service Managers and Trade Unions for consultation.

2.5 Feedback and suggestions for improvement were collated and can be found at appendix B.

2.6 Following a review of the feedback, a further draft was developed to incorporate any relevant points.

2.7 This final draft was presented and approved by the Policy Working Group and the Council's Joint Consultative Committee.

3.0 **PROPOSED PROCEDURE**

3.1 The new policy and procedures document may be found at appendix A.

3.2 The policy has been developed to formalise the Council's commitment not to exploit staff on zero hours contracts.

3.3 The new policy also contains guidance for managers regarding issues relating to the use of zero hours contracts.

3.4 A communication strategy will be implemented to support the introduction of the new policy.

4.0 **RECOMMENDATIONS**

4.1 That the proposed Zero Hours Policy and Guidance is referred to and approved by the Employment & General Committee.

5.0 **REASON FOR RECOMMENDATION**

5.1 To ensure that the Council has a statement on employment on zero hours contracts and that employees are treated fairly as a result of their zero hours status.

You can get more information about this report from Ashish Kaushik.
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