
Personnel Policies & Procedures for Approval

1. Purpose of Report

- 1.1 To provide the Partnership Board with details of Personnel Policies available for use by the Partnership from 1 April 2006.

2 Background

- 2.1 At its meeting on 1 February 2006 the Partnership Board agreed in principle to align themselves to the Personnel Policies currently in place within Aberdeenshire Council and requested that further details of the exact nature of the Policies be provided.

3. Policy Details

- 3.1 Appended to this Report as Appendix A is a list of the Personnel Policies approved for use within Aberdeenshire Council as well as details of the main policies currently under development.
- 3.2 In addition to Personnel Policies the Personnel Service also issue from time to time Personnel Services Briefings. These Briefings provide advice and guidance to Managers on a variety of issues and these will also be made available to the Partnership.
- 3.2 Each of these Policies is developed by experienced Personnel practitioners following 'best practice' professional standards and are subject to an intense review process which ensures that they are both robust and 'fit for purpose'
- 3.3 Once developed all policies are subjected to rigorous review and scrutiny by the Personnel Policy Group within the Council. This Group comprises senior Personnel practitioners, representatives from all Council Services, including Law and Administration, and representatives from all Trade Unions with members employed by the Council.
- 3.4 Once a Policy is agreed in principle by the Policy Group it is submitted to the Council's Senior Management Team for ratification and following their approval is sent out for formal consultation.
- 3.5 Following consultation the agreed policy is presented at the Council's Policy and Resources Committee for formal approval.
- 3.6 At this stage a review programme is agreed to ensure that the policy remains up to date and that any feedback regarding implementation is actioned as appropriate.

4. Training in Use of Policies

- 4.1 Following the development or review of any new Personnel Policy within Aberdeenshire Council discussions take place with the Development & Training team to assess the best way to ensure that relevant employees are both made aware of the new policies and are trained in their use.

4.2 As was indicated in the Report: Provision of Personnel Support By Aberdeenshire Council, to the Partnership Board on 1 February 2006, Aberdeenshire Development & Training will be able to provide Partnership employees with appropriate training in relation to personnel policies should this be deemed appropriate.

5. Advice and Guidance on the Use of Policies

5.1 Personnel Policies are accompanied by Procedures and Guidance for Managers and the Partnership will also have access to these documents

5.2 Specific Advice and guidance on the use of all Personnel Policies will be provided by senior Personnel Practitioners within Aberdeenshire Personnel. The level of support provided will be dependant on the particular circumstances prevailing necessitating their use.

6. Access to Policy information

6.1 All Aberdeenshire Council Personnel Policies are located electronically within the Council's Intranet site, Arcadia, and are updated on this system. Managers and employees with particular responsibilities for personnel related matters receive electronic updates advising them of any changes made and the Partnership will be included in this update.

6.2 It is hoped that that the Partnership will be able to have access to this section of Arcadia and discussions are ongoing with the ICT Section within Aberdeenshire Council to find a way that this can be facilitated given that ICT support and access is provided through Aberdeen City Council

7. Recommendations

7.1 That the Board note that contents of the Report

7.2 That the Board approve the adoption of the Personnel Policies of Aberdeenshire Council and any additions/ amendments to these.

Laura Simpson
Head of Personnel

Report prepared by Margaret Butler, Acting Personnel Manager
28 February 2006

Aberdeenshire Council Personnel Policies

Absence
Adoption Leave
Alcohol and Drug Misuse
Annual Leave
Dignity of the Individual
Disciplinary
Disclosure of Information (Whistleblowing)
Employee Development and Training
Employee Retiral Award Scheme
Equality
Excess Travel Allowance
Flexible Working Hours
Grievance
Hospitality and Gifts
ICT Facilities Acceptable Use
Job Description
Maternity Provisions
Maternity Provisions (Teachers)
Protection of Children
Recruitment and Selection
Redeployment
Relocation and Resettlement
Secondment
Special Leave
Teleworking
Time off for Health and Safety Reps
Time off for Trade Union Business
Trade Union Recognition Consultation and Negotiation
Travel and Subsistence
Voluntary Severance
Work Performance Ability

Policies currently under development include:

Redundancy
Retirement
Working Time Regulations
Work/Life Balance
Exit Interviews
Employee Recognition