

REPORT TO:		Management Review Committee	
DATE:		Click here to enter a date.	
PORTFOLIO:		Councillor Peter Britcliffe - Deputy Leader of the Council, Resources	
REPORT AUTHOR:		Kirsten Burnett, Head of Policy and OD	
TITLE OF REPORT:		Revised Dignity at Work Policy	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	No	Not applicable	
KEY DECISION:	No	If yes, date of publication:	

1. **Purpose of Report**

- 1.1 To ask the Committee to approve the draft Dignity at Work Policy.

2. **Recommendations**

- 2.1 That the Committee approves the draft Dignity at Work Policy.
- 2.2 That the Committee asks the Head of Policy and OD to ensure that the new Policy is implemented, with appropriate communication to all staff.

3. **Reasons for Recommendations and Background**

- 3.1 The current Dignity at Work Policy was agreed in February 2014 and has recently been reviewed by a small working group consisting of the HR Manager, Unison Branch Secretary, Head of Audit and Investigations and a Waste Services Supervisor.
- 3.2 The Policy outlines how the Council will respond to complaints from employees about bullying and harassment. It gives advice for anyone accused of this as well as bystanders / witnesses.
- 3.3 There are no significant changes to the workings of the Policy and this is more of a refresh. The main changes are:
- A clear statement of commitment at the start.

- For formal written complaints to be sent to HR rather than directly to the line manager (or next manager).
- Reference to behaviour from a member of the public.
- Reference to the possibility of suspension, changes to reporting arrangements, or other measures to allow a safe and unhindered investigation.

3.4 A refresh not only ensures the Policy is fit for purpose and up to date, but also gives us a good opportunity to promote the expected behaviours and the right (and responsibility) of colleagues to challenge any behaviour which does not promote Dignity at Work. We will support this by promoting a range of e-learning courses available via the Hyve as well as internal communications.

3.5 The policy supports other efforts around keeping employees safe at work, such as our Unacceptable Behaviour Policy.

4. **Alternative Options considered and Reasons for Rejection**

4.1 None

5. **Consultations**

5.1 The draft was produced by a group of staff including the then Unison Branch Secretary and consultation with the 3 recognised Trade Unions has led to agreement. Management Team has also agreed this.

6. **Implications**

Financial implications (including any future financial commitments for the Council)	None, other than the potential financial consequences arising from behaviours which contravene the policy, which could include staff absence, additional difficulty with recruitment and retention, or any awards made at an Employment Tribunal.
Legal and human rights implications	The Policy supports the Council in its legal obligations to support a safe and non-discriminatory workplace.
Assessment of risk	Effective promotion of the behaviour expected in the workplace reduces the risk to staff wellbeing and to the costs outlined above. A culture where people are supported and feel safe to speak out about wrong-doing is important in promoting good governance.
Equality and diversity implications <i>A Customer First Analysis should be completed in relation to policy</i>	CFA is attached.

<i>decisions and should be attached as an appendix to the report.</i>	
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**7. Local Government (Access to Information) Act 1985:
List of Background Papers**

- 7.1 *Copies of documents included in this list must be open to inspection and, in the case of reports to Cabinet, must be published on the website.*

If the report is public, insert the following paragraph. If the report is exempt, contact Member Services for advice.

8. Freedom of Information

- 8.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A and all information can be disclosed under the Freedom of Information Act 2000.