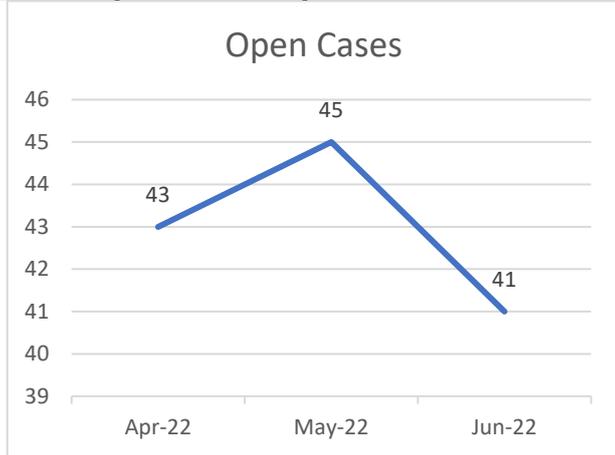


Employee Relations Quarterly Report on Casework and Policies

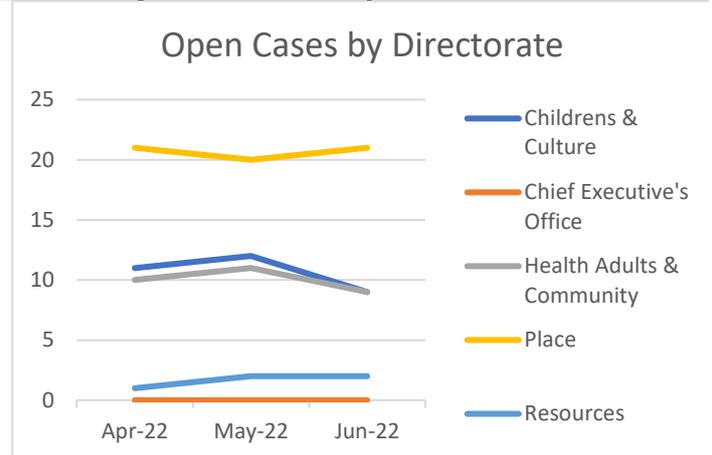
Q1 2022/23 (1 April 2022 to 30 June 2022)

ER Casework Dashboard

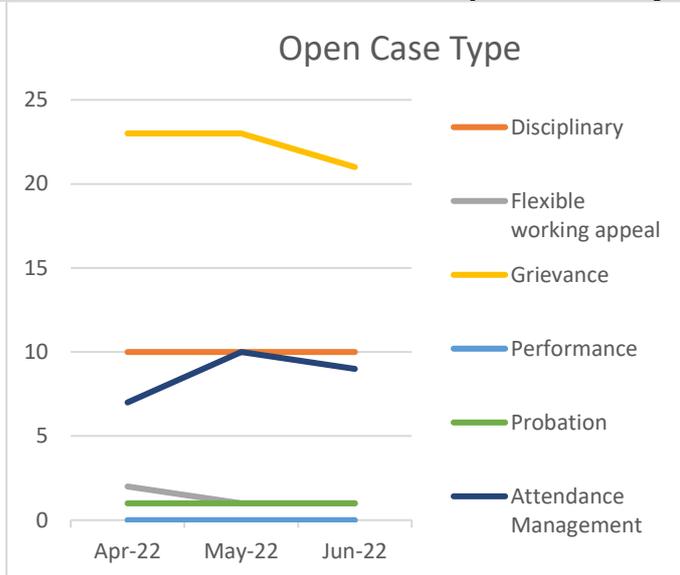
Total open cases Apr 22 - June 22:



Cases by Directorate Apr 22 - June 22:



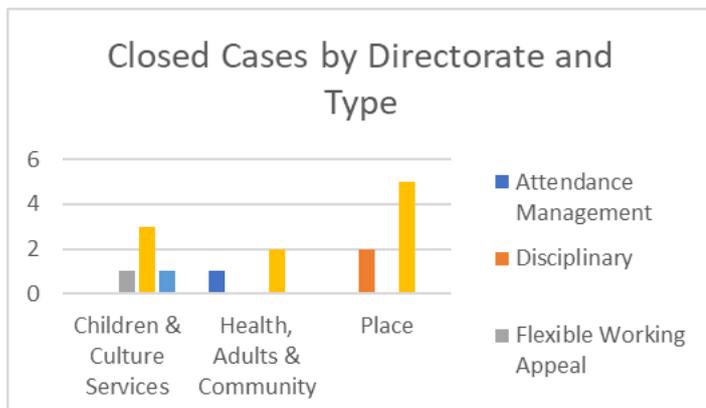
Open cases by Type Apr 22 - June 22



Case type as at 30 June 2022

Children & Culture Services	9
Attendance Management	5
Disciplinary	2
Flexible Working Appeal	1
Grievance	1
Health, Adults & Community	9
Attendance Management	3
Disciplinary	3
Grievance	3
Place	21
Disciplinary	5
Grievance	16
Resources	2
Attendance Management	1
Grievance	1
Grand Total	41

Cases (closed) by Type and Directorate April 22 – June 22:



Closed Case Type	Number of Cases
Attendance Management	1
Disciplinary	2
Flexible Working Appeal	1
Grievance	10
Probation	1
Grand Total	15

Summary of Quarter 1 Casework Data (1 April 2022 to 30 June 2022):

- Looking at cases by type, grievances are the highest, followed by disciplinaries. At 30 June 2022, of a total of 41 cases, 21 were grievances and 10 were disciplinaries.
- The highest number of cases reside in Place. Note that this includes the 7 staff members in Place who have lodged a collective grievance.
- 4 of the open cases involve suspension, which are under review.
- As of 30 June 2022, we had 28 long term cases (those that have been open for 90 days or more).
- Outcomes show that of the 10 closed grievances in the quarter, only one was partially upheld. For disciplinaries, 1 was partially upheld and the other was resolved informally
- During this quarter, 15 cases were closed. The average time taken to resolve these cases was 187 days. The time taken to close is heavily skewed by long term and complex cases. An added concern at present is the time it takes to get Investigating Officers willing to undertake investigations which can delay cases by weeks, with ER attempting to encourage staff to undertake these. The commitment for trained investigators to be supported to give time to undertake these is essential.
- In this quarter alone ER received 168 general enquiries through our in box. 101 of these were about health and wellbeing matters. This may indicate a need for more training. ER have now launched a short 25 minute e learning module for managers on handling attendance management which deals with core aspects of the policy and good practice. This is available to access through the Learning Hub.
- Equalities data shows little movement. It was previously reported and remains the case that the collective grievance in Place amongst a group of staff that are predominantly Bangladeshi shows as significant on our race data for grievances. Also, a high proportion of grievances feature disability (commonly stress and anxiety), which is an added reason for having introduced mediation as an alternative, informal and quick means to resolve disputes and working relationships .

Policy Development

- ER are currently working closely with Comms and the Trade Unions to better position all HR related policies on the Bridge, making them easier to find in one place. The most recent improvement being that the Bridge now undertakes a search on document name (rather than just web page title) which makes policy documents readily locatable.
- Recently we have gone live with a new Recruitment & Selection Policy and Managers Guide, a Menopause Policy, a Guide to Ill Health Retirement, the Parental Bereavement Leave Policy guide, and guide on Support for Parents with Premature or Sick Babies.
- A number of policies have been revised and are now live. A revised Secondment Policy strengthens the rules governing secondments, allowing secondments of up to 12 months, and only by exception can a secondment be extended for a further 6 months, for example, to complete a specific piece of work, which must be signed off at a senior level. Secondments cannot last longer than this period. There is now no right of appeal, with management decisions being final, which is in keeping with secondment policies elsewhere. A revised Probation Policy now cites the possibility of the early termination of employment during the probation period (rather than at only the end) for exceptional cases only. Additionally in the old scheme assessment was based on Tower Values alone. The Policy now also asks the manager to undertake a more rounded assessment of a probationer's performance, conduct, attendance and training (including the need to complete corporate mandatory training) and strengthens the commitment to undertake the reviews in the timeframes set. Finally minor changes have been made to the Gifts and Hospitality Policy which arose as a result of an Audit recommendation. It now advises on occasions where refusal of personal hospitality or a small token gift would clearly cause offence or distress if it was refused. Sign off for this is at a lower level and there is no need to record such matters in the Gifts & Hospitality register.
- ER are about to embark on a consultation process for redrafted guides on Death in Service, Organisational Change and Redeployment, and will be consulting on a new Smarter Working Policy.
- Above mention is made of the new e learning module for managers on Attendance Management. This is one of 3 new short e learning modules, the others being Managing Grievances and Disciplinaries, and Recruitment and Selection. Please note that panel members are required to undertake the Recruitment and Selection e module before they participate in a selection panel.