

THE EXECUTIVE

15 AUGUST 2006

REPORT OF THE CORPORATE DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE

HUMAN RESOURCES POLICY – MANAGING PERFORMANCE AT WORK	FOR DECISION
<p>Summary:</p> <p>The Human Resources service is continually reviewing and updating policies that affect the day to day management of staff.</p> <p>The most recent policy to be updated is Managing Performance at Work, which addresses the management of work performance which falls below the expected standard due to a lack of skills or ability (sometimes referred to as capability). This policy has been subject to extensive consultation with the trade unions and their comments have been taken on board, as appropriate, in the final document. A copy of the policy is attached at Appendix A.</p> <p>This policy has also been considered by the Employee Joint Consultative Committee, which agreed to recommend this document to the Executive for approval.</p> <p>Wards Affected: None.</p>	
<p>Implications:</p> <p>Financial:</p> <p>There are no direct financial implications as a result of producing the new policy. However, having a clear, concise and up to date policy in place to manage unsatisfactory performance will ensure that staff who are under performing will be supported to achieve the required levels of performance, or on occasions where this is not possible may be managed out of the organisation. This should result in more productive and efficient performance.</p> <p>Legal:</p> <p>The policy takes into consideration the provisions of the Employment Rights Act 1996, the Employment Act 2002, the Disability Discrimination Act 1995, the Race Relations (Amendment Act) 2000, the Employment Relations Act 2004 and the ACAS Code of Practice on Disciplinary and Grievance Procedures.</p> <p>Risk Management:</p> <p>The policy will be communicated to all staff and will be accessible on the intranet. Briefing sessions will be held for managers in order that they understand the aims and objectives of the policy and how to operate within it.</p> <p>Should the policy not be agreed, the existing procedure will continue to apply.</p> <p>Social Inclusion and Diversity:</p> <p>There are no specific implications insofar as this report is concerned. However, the impact of the new policy will be monitored.</p>	

Crime and Disorder: None.		
Recommendation(s) The Executive is recommended to agree to adopt the Managing Performance at Work policy, as attached at Appendix A, to be implemented from 1 September 2006.		
Reason(s) To ensure up-to-date and consistent procedures are operational across the Council.		
Contact Officer: Jan Southwell	Title: Assistant Head of Human Resources (Employee Relations)	Contact Details: Tel: 020 8227 2358 Fax: 020 8227 2918 E-mail: jan.southwell@lbbd.gov.uk

Consultees

- Head of Human Resources
- Divisional Director of Corporate Finance
- Divisional Director of Legal Services

Background Papers Used in the Preparation of the Report:

None