



Alison Stuart
Head of Legal and
Democratic Services

MEETING : LOCAL JOINT PANEL
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 21 MARCH, 2018
TIME : 2.30 PM

MEMBERS OF THE PANEL

EMPLOYER'S SIDE:

Councillors E Buckmaster, L Haysey, G McAndrew and L Radford (Vice-Chairman)

Substitute: A Alder

STAFF SIDE - UNISON

Ms F Brown, Mr S Ellis and Mr A Stevenson (Chairman)

Substitutes: J Bruce and J Francis

(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting)

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DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:
 - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
 - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
 - participate in any discussion or vote on a matter in which a Member has a DPI;
 - knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

Public Attendance

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing democraticservices@eastherts.gov.uk or calling the Council on 01279 655261 and asking to speak to Democratic Services.

Audio/Visual Recording of meetings

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes (Pages 7 - 12)

To confirm the Minutes of the meeting held on 29 November 2017

3. Chairman's Announcements

4. Declarations of Interest

To receive any Members' Declarations of Interest.

5. Reports by Secretary to the Employer's Side

(A) Grievance Policy - Update_(Pages 13 - 28)

(B) Recruitment, Induction and Probation Policy_(Pages 29 - 54)

(C) Closure of Offices on Christmas Eve_(Pages 55 - 68)

6. Reports by Secretary to the Staff Side

There are no reports from the Secretary to the Staff Side.

7. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

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MINUTES OF A MEETING OF THE
LOCAL JOINT PANEL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 29 NOVEMBER 2017, AT 2.30
PM

PRESENT: **Employer's Side**

Councillors A Alder, E Buckmaster,
L Haysey and L Radford

Staff Side (UNISON)

Mr A Stevenson (Chairman), Ms J Bruce

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Vicki David	- Human Resources Officer
Emma Freeman	- Head of Human Resources and Organisation Development
Taryna Surtees-Moss	- Communications and Digital Media Manager

8 **SOCIAL MEDIA POLICY**

The Secretary to the Employer's Side submitted a

report revising the Social Media Policy.

The Communications and Digital Media Manager provided a summary of the report including the key changes needed to ensure compliance with legislation and best practice. She explained the Council's wish to become more active with social media, the role of employees in wanting to share news and the need to have regard to the new General Data Protection Regulations (GDPR) and the sharing / storage of personal data (effective from May 2018).

It was noted that the Policy would be amended to reflect the revised number of twitter characters now allowed.

The Panel recommended to Human Resources Committee approval of the report, as now detailed.

RECOMMENDED– that the Social Media Policy as now submitted, be approved.

9 **EXPENSES POLICY**

The Secretary to the Employer's Side submitted a report outlining a number of revisions to the current Expenses Policy. The Head of Human Resources and Organisational Development provided a summary of the key changes needed to ensure compliance with legislation and best practice.

The Panel considered the issue of the introduction of a 20p mileage allowance for electric cars as no standard practice currently existed.

Councillor L Haysey referred to the issue of insurance and the need to ensure that proper coverage was in place when travelling on Council business. She asked the Head of Human Resources and Organisational Development to review this issue with the Council's Insurance Officer.

The issue of standard vs hybrid electric cars was discussed in relation to the 20p allowance proposed and the impact of depreciation. The Panel asked Officers to clarify this issue and to keep the 20p allowance under review.

The Panel recommended to Human Resources Committee approval of the report, as now detailed.

RECOMMENDED- that (A) the Head of Human Resources and Organisational Development clarify the allowance proposed in relation to "standard" vs Hybrid electric cars; and

(B) subject to clarification of (A) above, the revised Expenses Policy as now submitted, be approved.

10 TRAINING AND DEVELOPMENT

The Secretary to the Employer's Side submitted a report outlining a number of revisions to the current Training and Development Policy. The Head of Human Resources and Organisational Development provided a summary of the key changes needed to ensure compliance with legislation and best practice.

The Head of Human Resources and Organisational

Development explained the changes to funding training and development (partial or full) and why this was necessary having regard to the Council's budget needs and the individual's career development.

The Head of Human Resources and Organisational Development explained the position in relation to the payment of Professional Fees and that where the Council did not pay them, these could be claimed directly via HMRC.

The Panel recommended to Human Resources Committee approval of the report, as now detailed.

RECOMMENDED- that the revised Training and Development Policy as now submitted, be approved.

11 APOLOGIES

An apology for absence was submitted on behalf of Councillor G McAndrew. It was noted that Councillor A Alder was substituting for Councillor G McAndrew. Apologies were also submitted on behalf of Ms F Brown and Mr S Ellis (UNISON). It was noted that Ms Jackie Bruce was substituting for Mr S Ellis.

12 MINUTES

RESOLVED – that the Minutes of the meeting held on 7 June 2017 be confirmed as a correct record and signed by the Chairman.

13 CHAIRMAN'S ANNOUNCEMENTS

The Chairman asked that with Members' consent the report on a Social Media Policy be considered as the first item on the agenda. This was supported.

14 PROPOSED RESTRUCTURE CONSULTATION POLICY

The Secretary to the Staff Side submitted a report outlining new policy guidelines to address future Council re-structures.

The Panel was advised that Essential Reference Paper "C" contained exempt information as defined within Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 and that a motion to exclude the press and public would need to be moved should Members wish to consider this in detail.

The Chairman and Secretary to the Employer's Side explained the basis for submitting the report. The Head of Human Resources and Organisational Development in acknowledging the report, advised the Panel that due process and consultation had not been followed regarding the development of the this new Policy.

The Panel acknowledged the Chairman's concerns and the rationale in developing the guidelines, but felt that proper processes should be followed in relation to the introduction of new policies before submission to the Panel. In the circumstances, it was suggested that the report be withdrawn and that the draft, as submitted, be used as a first step in the consultation process. This was supported.

RESOLVED – that (A) the need to adhere to a proper

consultation process and procedure prior to consideration of any new policy be noted; and

(B) the report be withdrawn and be used as a first step in the consultation process.

The meeting closed at 3.15 pm

Chairman
Date

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 21 MARCH 2018

REPORT BY INTERIM HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT

GRIEVANCE POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- Members are invited to recommend to Human Resources Committee approval of the revised Grievance Policy

<u>RECOMMENDATIONS FOR LOCAL JOINT PANEL:</u>
That: Human Resources Committee be advised that:
(A) The revised Grievance Policy be approved

1.0 Background

1.1 The Grievance Policy was last reviewed in August 2013. The council's programme of policy review is after three years or sooner in line with legislation and best practice.

1.2 The current suite of policies, are being reviewed by HR to reflect the following goals:

- Modernise them
- Clear guidance for managers and employees
- Combine policies where they use the same processes

- Clarity on responsibilities
- Create e-forms
- Review benefits attached to policies

2.0 Report

2.1 The key changes to the policy are:

- Inclusion of clear roles and responsibilities;
- Removal of the need for the employee to complete a grievance form at the informal stage to allow matters to be dealt with quickly;
- Removal of the reference to a 4 week timeframe for employees to raise a formal grievance and replaced with the wording 'without unreasonable delay' in line with the ACAS Code of Practice on Grievances
- Clearer guidance on the grievance process.

2.2 The revised Grievance Policy can be found at **Essential Reference Paper 'B'**.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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Report Author: Vicki David – HR Officer
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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate)</i> :	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	Leadership Team and Unison
Legal:	Approved by LT
Financial:	None
Human Resource:	Approved by LT
Risk Management:	None
Health and wellbeing – issues and impacts:	None

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Essential Reference Paper B – Draft Grievance Policy

Policy Name **Grievance**

Date April 2018

Statement No 3

Version 4

Review Date April 2021

1. **Purpose/Aim**

- 1.1 Grievances are concerns, problems or complaints raised by an employee. These could include issues relating to terms and conditions of employment, health and safety, working environment, new working practices and working relationships.
- 1.2 Grievances relating to bullying and harassment should be dealt with under the Council’s Bullying and Harassment policy.
- 1.3 Where an employee raises a concern as a ‘protected disclosure’ in compliance with the public interest disclosure provisions of the 1996 Act, the matter will be dealt with under the Council’s Whistleblowing policy.
- 1.4 Grievances raised about the same issue by two or more employees (or by a union representative on their behalf) will follow this policy but will usually be dealt with collectively.
- 1.5 The council will deal with any grievances fairly, confidentially and in accordance with the ACAS Code of Practice on Grievances.
- 1.6 The Council recognises the right of employees to raise grievances relating to their employment. However if an

employee continues to raise grievances which appear to be repetitive and unfounded, this may be regarded as vexatious and could lead to disciplinary action being taken against them.

- 1.7 Wherever possible a grievance should be dealt with before an employee leaves the council's employment. Grievances raised after employment ends will not be dealt with in line with the council's formal grievance procedure.
- 1.8 A flowchart outlining the informal and formal grievance process can be found in Appendix 2.

2. Confidentiality

- 2.1 All parties involved in a grievance must respect confidentiality. Any records will be kept securely and in accordance with the General Data Protection Regulations (GDPR).

3. Support

- 3.1 Support for all parties involved in a grievance is available through the employee assistance programme (EAP). Further details can be found on the intranet.

4. Roles and responsibilities

Managers' responsibilities:

- To deal with matters fairly and promptly;
- To make every effort to deal with matters informally in the first instance;
- To establish the facts of the case and carry out any necessary investigations;
- To take notes of any grievances raised at the informal stage.

Employees' responsibilities

- To make every effort to discuss the issues informally, before the formal process is commenced;
- To raise issues without unreasonable delay;

Human Resources responsibilities

- To advise on procedure, ensuring consistency and equality;
- To take notes at the formal grievance meetings unless the Hearing Manager decides an additional note-taker should be present;
- To act as a facilitator in any informal discussions relating to a grievance if necessary;
- To arrange mediation and support where appropriate.

Role of the Representative (union or work colleague)

The representative should be allowed to:

- Address the meeting;
- Present and sum up the employee's case;
- Respond on behalf of the employee to any views expressed at the meeting (but not to answer questions on the employees' behalf);
- Confer with the employee during the hearing.

A union representative can only attend in a union capacity if they are a full time official or certified by their union as having the necessary experience to perform such a role.

If a Trade Union Steward or Officer raises a grievance they are entitled to be represented by a full time Trade Union Official.

5. Informal procedure

- 5.1 The manager should meet with the employee to ascertain the nature of the grievance and try to agree a resolution. It may be

that a simple resolution can be found, e.g. an apology, however if the matter cannot be resolved informally, the formal procedure may be used.

5.2 It is advisable for managers to keep a written note on the nature of the grievance, what was decided/actions taken and the reasons for the actions.

5.3 If the grievance is against the employee's manager, it may be more appropriate that the matter is dealt with by the manager's manager or another manager who has not been previously involved.

6. Formal Procedure

6.1 The formal procedure can be followed if:

- the grievance has not been resolved informally and/or
- the manager/Head of Service in consultation with HR believe that the grievance is sufficiently serious to warrant formal action.

6.2 There are 5 key stages to the formal procedure:

1. Employee submits the grievance in writing;
2. Invite the employee to a grievance meeting;
3. Exchange documents before the meeting;
4. Hold a grievance meeting with the employee;
5. Confirm the decision in writing.

1. Employee submits the grievance in writing

- The employee should complete the formal grievance form in Appendix 1 and send it to their HR Officer;
- A HR Officer will allocate an appropriate manager who has not been involved in the case so far to hear the grievance (the Hearing Manager);

- It may be necessary to conduct an investigation into the matter before the hearing can take place;

2. Invite employee to a grievance meeting

- The employee will be invited to a grievance meeting in writing. They will be advised of their right to be accompanied by a work colleague or trade union representative;
- The meeting should take place within 10 working days of receiving the grievance form. Any substantial delays, and the reason for the delays, should be communicated to the employee and agreed with HR;

3. Exchange documents before the meeting

- At least 3 working days prior to the meeting, all documents/ evidence and names of witnesses should be exchanged;

4. Hold the grievance meeting

- The grievance meeting is an opportunity for the employee to re-state their grievance and how they would like it to be resolved;
- Every effort should be made to discuss the issues stated and find a solution which is acceptable for both parties;
- Usually present at the grievance meeting are the Hearing Manager, HR Officer, employee raising the grievance (and their representative if applicable) and the manager responding to the grievance.

Recommended format for a grievance meeting

- The Hearing Manager will ensure that all parties understand the process that is to be followed and have the relevant documents;
- The employee and/or their representative will present their case to the meeting calling any witnesses and referring to the documents that have already been submitted;
- The Hearing Manager followed by the HR Officer will then have the opportunity to question the employee and any witnesses;
- The manager may then respond to the grievance;
- The Hearing Manager will then ask any final questions before asking each side to sum up. Both parties will make final statements which summarise the key points of their case. The employee will sum up after the manager. It is not appropriate for new evidence to be presented at this stage;
- The Manager will then close the meeting to consider the matter, advised by the HR Officer;
- The Hearing Manager may consider postponing the decision to give more time for deliberation/clarifications however this must be done without unreasonable delay. An estimated timescale for resolution should be communicated to all parties. If it is necessary to clarify any of the evidence presented, including recalling witnesses, all parties will be recalled, even if the point of clarification only concerns one party.

5. Confirm the decision in writing

- The decision will be confirmed to the employee in writing by the Hearing Manager within 3 working days. This will

include recommendations on the way forward and details of the right to appeal.

7. Right of Appeal

An employee has the right to appeal against the outcome of the grievance meeting in accordance with the Council's Appeals Policy. The appeal must be submitted to the Head of HR and OD within 10 working days of the date of the written notification of the decision.

8. Mediation

8.1 Mediation can be used at any stage of the grievance process. It is a confidential and voluntary process and is conducted on the basis that both parties want to achieve a mutually agreeable outcome or solution. A successful mediation should leave both parties feeling that the outcome is fair, reasonable and appropriate under the circumstances.

8.2 The Council has a number of employees who are trained in mediation. In some cases it may be appropriate to use an external mediator. HR will be able to arrange this.

9. Other considerations

9.1 Overlapping Discipline and Grievance issues

Where an employee raises a grievance during a disciplinary process, the disciplinary may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

9.2 Availability of representative

9.2.1 If the employee's chosen representative (work colleague or trade union official) is not available on the day of the meeting the employee may reasonably request that the meeting be held within 5 working days of the original meeting. However, the meeting will only be rescheduled once. If necessary, the grievance will be heard in the absence of the representative.

9.2.2 Employees and their representative are obliged to make every effort to attend the meeting. If they fail to attend without good reason, a decision based on the evidence available may be taken in the employee's absence.

10. **Policy Review and Amendment**

This policy shall be reviewed by HR after three years, or sooner in line with legislation and best practice to reflect the best possible level of support and management.

Appendix 1

FORMAL GRIEVANCE FORM

If the grievance has not been resolved informally or where the grievance is sufficiently serious to warrant formal action, you should complete this form and submit it to a HR Officer.

EMPLOYEE'S NAME:	
JOB TITLE:	
SERVICE:	

DETAILS OF GRIEVANCE:

Please complete this section, giving a summary of the grievance. You should include where appropriate:

- What the grievance is about
- Relevant dates of event(s)
- Witnesses to event(s)
- Where the event(s) took place
- Relevant background information leading up to the grievance
- Why the grievance has not been resolved at the informal stage (please state reasons)

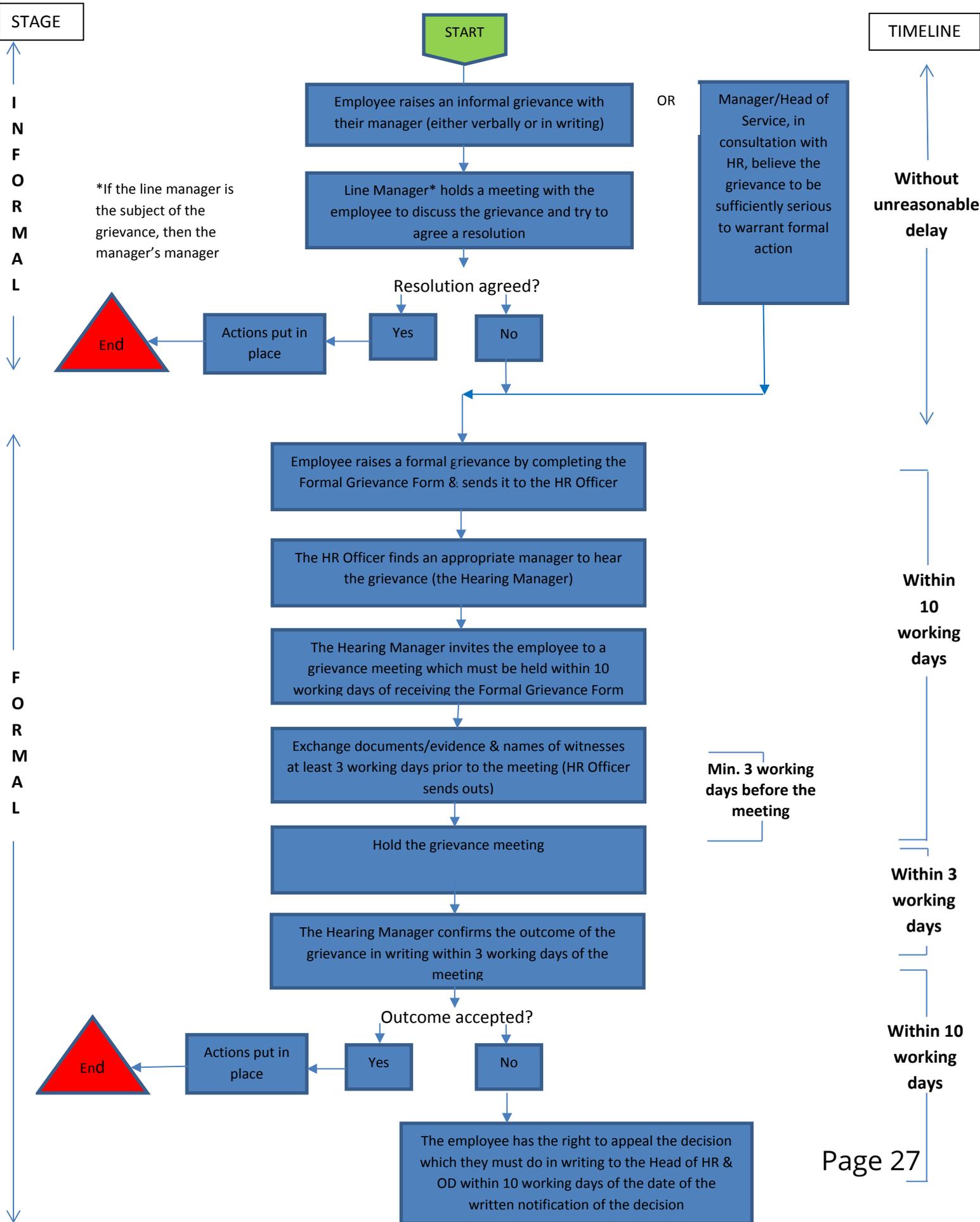
Outcome sought:

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EMPLOYEE'S SIGNATURE:

DATE:	

Appendix 2 FLOWCHART – INFORMAL & FORMAL GRIEVANCE PROCESS



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EAST HERTS COUNCIL

LOCAL JOINT PANEL - 21 MARCH 2018

REPORT BY HEAD OF HUMAN RESOURCES AND ORGANISATIONAL
DEVELOPMENT

RECRUITMENT, INDUCTION & PROBATION POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- Members are invited to recommend to Human Resources Committee approval of the revised Recruitment, Induction and Probation Policy

RECOMMENDATIONS FOR LOCAL JOINT PANEL:

That: Human Resources Committee be advised that:

(A)	The Local Joint Panel recommend approval of the revised Recruitment, Induction and Probation Policy.
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1.0 Background

The Recruitment, Induction and Probation Policy combines three existing policies: the Recruitment policy which was last reviewed in May 2013, the Probationary policy which was last reviewed in January 2017, and the Employing and Managing Employees with Disabilities Policy which was last reviewed in May 2013. The policy now also includes the roles and responsibilities of those involved in the induction process.

- 1.1 The council's programme of policy review is after three years or sooner in line with legislation and best practice.
- 1.2 The current suite of policies is being reviewed by HR to reflect the following goals:
- Modernise them
 - Clear guidance for managers and employees
 - Combine policies where they use the same processes
 - Clarity on responsibilities
 - Create e-forms
 - Review benefits attached to policies

2.0 Report

- 2.1 The key changes to the policy and procedures are:
- The policy combines several existing policies: (1) Recruitment, (2) Probation, and (3) Employing and Managing Employees with Disabilities policies;
 - Removal of the recruitment and probation *procedures* from the policy which will now be placed on the intranet;
 - The policy includes clarification of the roles and responsibilities of those involved in each of the above processes including induction;
 - The probation procedure focuses on regular probation review meetings as appropriate to the role/service (i.e. removal of reviews at set stages of 6, 12 and 20 week intervals and no longer a need to return the review forms to HR);
 - Removal of formal warnings from the probation procedure and more emphasis on structured support (e.g coaching, mentoring etc.).

- 2.2 The revised Recruitment, Induction and Probation Policy can be found at **Essential Reference Paper 'B'**.
- 2.3 The revised Recruitment procedure can be found at **Essential Reference Paper 'C'**.
- 2.4 The revised Probation procedure can be found at **Essential Reference Paper 'D'**.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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Report Author: Vicki David – HR Officer
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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate)</i> :	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	Leadership Team and Unison
Legal:	Approved by LT
Financial:	None
Human Resource:	Approved by LT
Risk Management:	None
Health and wellbeing – issues and impacts:	None

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Policy Name	Recruitment, Induction and Probation
Date	April 2018
Statement No	35
Version	4
Review Date	April 2021

The council will ensure that recruitment and selection is carried out in a fair and consistent manner, complies with legislation and follows good practice.

For further information on the council's recruitment procedure, including guidance on advertising, shortlisting and interviewing, please refer to the intranet.

1. Equality and diversity

- 1.1 The council's recruitment practices are based on objective criteria such as genuine job requirements, relevant experience, qualifications and skills.
- 1.2 All staff will have equal access to job opportunities across the council.
- 1.3 Staff on the redeployment register will be considered for jobs before they are advertised.
- 1.4 The council will support applicants with disabilities through the Disability Confident Scheme and will make reasonable adjustments wherever possible.

2. Recruiting young people

- 2.1 The council is committed to the development of young people and has therefore established graduate, apprenticeship and work experience schemes. For more information please contact the HR service.

3. Agency Workers/Consultants

- 3.1 Managers are responsible for recruiting agency workers and contractors and should contact agencies directly.
- 3.2 Before engaging an agency worker or contractor, managers must liaise with their HR Officer to complete the IR35 process.¹
- 3.3 Agency workers and contractors may apply for internally advertised vacancies at the council however to do so they must complete the external application form.
- 3.4 For further information on recruiting agency workers and contractors please refer to the intranet.

4. Volunteers

- 4.1 If a recruiting manager would like to use volunteers in their service, they should refer to the intranet for further guidance.

5. Secondments (Internal and External)

- 5.1 Secondments are a temporary arrangement to fill a post and can be used as a learning and development opportunity for employees.
- 5.2 Managers wishing to fill a post as a secondment should follow the recruitment procedure on the intranet.

¹ The IR35 process determines whether an individual who supplies their services via their own company to the council should pay employment taxes in the same way to employees

6. Casuals

- 6.1 Casual employees are those on flexible contract who are asked to work as and when the service needs. There is no obligation on behalf of the council to provide work and no obligation on behalf of the individual to accept the work offered.
- 6.2 Managers wishing to fill a post with a casual employee should follow the recruitment procedure on the intranet.
- 6.3 Casuals may apply for internally advertised vacancies at the council however to do so they must complete the external application form.

7. Induction

- 7.1 All new employees to the council will be required to attend a corporate induction.
- 7.2 Managers should also arrange a local induction with the new starter (including agency workers and contractors) which introduces them to the service, their duties etc.
- 7.3 For further information on induction, including useful information for new starters to read, please refer to the intranet.

8. Probation period

- 8.1 All new employees to the council are subject to a 6 month probationary period (3 months for employees in fixed term posts of 1 year or less).
- 8.2 Existing employees moving to other internal posts within the council will receive additional support and training and more regular one to ones during their first few months in their new

role Should there be any performance issues, the Managing Performance policy will be used.

8.3 The probation period may be extended in certain circumstances. Please liaise with HR for advice.

8.4 For further information on the probation procedure please refer to the intranet.

9. HR Service Responsibilities

- To provide guidance to managers on good recruitment practice e.g. advice on writing good quality adverts, suggestions on where to advertise;
- To ensure that recruitment documentation, such as the shortlisting and interview grids, application form, are fit for purpose;
- To ensure that staff on the redeployment register are considered for posts before they are advertised;
- To place adverts on the jobs and career pages of the council's website;
- To liaise with external advertising providers (e.g. jobs go public, the MJ, Indeed and including social media) to place adverts;
- To ensure that the jobs and career pages of the website are up to date and fit for purpose;
- To receive application forms and send them to the recruiting manager;
- To inform the recruiting manager if any applicants have applied under the Disability Confident Scheme and provide advice;
- To ensure that applicants are checked under the Disclosure and Barring Service (DBS) where applicable;
- To check the successful applicants documents on their first day to ensure they have the right to work in UK;

- To carry out pre-employment checks on applicants (e.g. medical assessment, references, DBS check) and to keep recruiting managers informed of progress;
- To collect, monitor and analyse applicants' equalities data through each stage of the recruitment process and compare with census data;
- To monitor the success of recruitment advertisers that the council uses (e.g. success rate and cost) to ensure value for money;
- To complete, with the manager, an IR35 assessment on all new agency workers and contractors;
- To ensure that recruitment paperwork is retained in line with the General Data Protection Regulations ;
- To arrange recruitment and selection training for managers;
- To send contracts of employment and related documents (e.g. policies) to successful applicants;
- To support managers with new employees during the probation period;
- To support the corporate induction process.

10. Recruiting Manager responsibilities

- To ensure they are trained in the council's recruitment and selection processes;
- To ensure that job descriptions and person specifications are up to date and fit for purpose;
- Where there are substantial changes to the job description and person specification, to liaise with HR to determine whether a job evaluation process is necessary;
- To seek the appropriate approval before jobs are advertised;
- To draft adverts that are non-discriminatory and fit for purpose;

- To liaise with applicants throughout the recruitment process including informing them whether or not they have been successful at each stage and negotiating the salary;
- To ensure that they check applicants' right to work in the UK and qualifications at the interview stage;
- To inform HR of new agency workers and contractors before they commence working for the council so that they can be assessed against the IR35 legislation;
- To ensure that members of recruitment panels are trained, and that every effort is made to provide a balanced panel.
- To ensure that applicants are assessed based on objective criteria as outlined in the person specification and reflect the council's values and behaviours;
- To approve pre-employment checks;
- To make arrangements for interviews such as writing interview questions, booking rooms etc;
- To complete a Statement of Employee Particulars form for the successful applicant and send it with all the recruitment paperwork (e.g. shortlisting and interview grids) to HR;
- To support and monitor new employees throughout the probation period during regular 121s and seek advice from HR when necessary;
- To ensure that PDR objectives are set and learning and development needs are identified during the probation period;
- To ensure the new employee is inducted into the council and service successfully.

11. Implementation, monitoring and review of this policy

11.1 The Head of Service/manager and HR service have the responsibility for implementing and monitoring this policy,

which will be reviewed after three years or sooner in line with legislation and best practice.

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Recruitment Procedure on the Intranet

Recruitment

The recruitment policy is currently under review.

For step by step guidance on the recruitment process, including guidance on advertising, shortlisting and interviewing, please see the [recruitment procedure](#).

Advice from HR can be sought at any stage of the recruitment process.

You can view current [internal](#) and [external](#) job opportunities in the council here.

Recruitment Procedure

This page provides a summary of the council's recruitment process. Managers can click on each stage below for further information.

There are 6 main stages in the recruitment procedure:

[Stage 1 – Reviewing](#)

[Stage 2 – Approval](#)

[Stage 3 – Advertising](#)

[Stage 4 – Shortlisting](#)

[Stage 5 – Interviewing](#)

[Stage 6 – Making a conditional offer](#)

Stage 1 – Reviewing

Before recruiting, managers should consider whether the job has changed and, if it has, they should update the current job description and person specification.

Where there are *significant* changes to the job description and person specification, a [job evaluation process](#) may be required and managers should contact their HR Officer.

For brand new posts, recruiting managers will need to write a [job description and person specification](#) and submit it for [job evaluation](#).

Stage 2 – Approval

Before recruiting to any post, recruiting managers need to seek the appropriate approval using the [recruitment request form](#).

If the vacancy is for the same job and does not increase the service's budget or headcount, the recruiting manager should complete the first page of the [recruitment request form](#) and obtain a signature from the Head of Service.

If the vacancy requires additional funding and/or increases the service headcount, recruiting managers should discuss how the post will be funded with the finance team and then complete both pages of the [recruitment request form](#) before seeking Head of Service approval. The Head of Service will then take the request to the next leadership team meeting for final approval.

The above approval processes may be adjusted on a temporary basis where appropriate.

In cases of a service restructure, requests to recruit should be 'packaged up' so that the leadership team can see the overall picture of a restructure rather than a piecemeal approach.

Completed recruitment request forms should be sent to Human Resources giving 2 clear working days before you wish to advertise along with a draft advert (see stage 3).

Stage 3 – Advertising

Writing job adverts

Recruiting managers are responsible for writing job adverts. An [example job advert](#) can be found here. [Pay scales](#) can be found on the intranet.

The advert should be emailed with the recruitment request form (see Stage 2) and, if applicable, the revised job description and person specification to the HR administration team. HR will review and provide advice on the advert and inform recruiting managers when the advert is 'live'.

Deciding where to advertise

The council encourages jobs to be advertised internally first to encourage employee development. Where the recruiting manager believes that the skills needed may not be found within the council, jobs can be advertised internally and externally at the same time.

Jobs are generally advertised for 2 weeks however this can be varied as appropriate.

Where recruiting managers wish to advertise externally, they should contact their HR Officer.

Advertising deadlines

For posts being advertised in external publications (e.g. Jobsgopublic, Reed, The MJ), please ensure that adverts are sent to HR with 2 clear working days' notice so that they can quality-check the advert and provide advice on the most appropriate place to advertise. It will also ensure that any external advertising deadlines set by the provider can be met.

For example, for posts to be advertised on Monday, all paperwork should be sent to HR by noon on the previous Wednesday.

Stage 4 - Shortlisting

Once the advert has closed, HR will email the application forms to the recruiting manager.

The recruiting manager should arrange a panel to shortlist (and subsequently interview) applicants. At least one member of the panel should have had recruitment training in the council's recruitment procedures and every effort should be made to ensure that panels are balanced.

The panel should collectively complete the [shortlisting grid](#) with their agreed scores.

The applicants with the highest scores should be invited to an interview. Please see here for an [example invite to interview](#). Recruiting managers must ask applicants if they need any reasonable adjustments at the interview and ask them to bring proof of their right to work in the UK.

Recruiting managers should contact unsuccessful *internal* applicants. For external applicants we say on our website that if they haven't heard within 2 weeks of the closing date they should assume that they have been unsuccessful.

Stage 5 – Interviewing

Recruiting managers are responsible for writing interview questions. HR are available for support and can send you examples of questions used in other interviews.

Each panel member should take notes during the interview using the [interview assessment sheet](#).

The panel should collectively agree the scores for each applicant and record them on the panel chair's interview assessment form. The chair can also use the last section of the form to summarise the applicant's overall performance to use for feedback purposes.

Recruiting managers can use other assessment methods as part of the selection process (e.g. tests, presentations). Before the interview, it is important for managers to determine the weighting that other assessment methods will place on the overall decision to appoint.

Recruiting managers should ensure that they see applicants' right to work in the UK documentation (e.g. passport) at the interview.

Recruiting managers are responsible for informing successful/unsuccessful applicants and providing feedback on the outcome of the interviews. Please see here for [example unsuccessful at interview wording](#).

Stage 6 - Making a conditional offer

Recruiting managers should contact the successful applicant to make them a conditional offer of employment. At this stage the manager should discuss a starting salary with the applicant.

Recruiting managers should then complete a [statement of employee particulars form](#) and send it to HR.

HR will email a conditional offer letter and a contract detailing the terms and conditions of employment to the applicant. HR will obtain pre-employment checks (references and medical clearance)

Once the pre-employment checks are received, HR will contact the recruiting manager to approve them. Once approved, the recruiting manager should contact the applicant to agree a start date and inform HR.

If a Disclosure and Barring Service (DBS) check is required, this can be arranged as soon as the applicant starts. The offer of employment will remain conditional on the outcome of the DBS check.

Recruiting managers should send all recruitment paperwork (i.e. shortlisting and interview documents) to HR.

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Probation Procedure on the intranet

Probation Procedure

All employees new to the council are subject to a 6 month probation period. New employees on fixed term contracts of 1 year or less will be subject to a 3 month probation period.

Managers should read the council's [Recruitment, Induction and Probation Policy](#) to familiarise themselves with their responsibilities with regard to induction and probation.

In order to give an employee a full opportunity to meet the required standards, the manager will usually wait until the end of the probationary period before taking a decision to terminate. However, if there is clear evidence to suggest that the employee is wholly unsuitable for the role, the manager should consult HR with a view to early termination.

Structured procedure

During the probationary period, the manager should follow a formal structured procedure that is aimed at assessing and reviewing the employee's performance, capability and suitability for the role. Both parties need to be clear about what to expect.

Managers should be prepared to provide all possible support to their new employees in order to give them a fair opportunity to become fully integrated and productive employees in the longer term.

The programme should include:

- setting objectives through the [Performance Development Review \(PDR\)](#) process;
- regular monitoring of the new employee's performance through progress meetings (121s);
- clear job outputs, i.e. what the new employee is expected to achieve during, or by the end of, the probationary period;
- the standards of performance and behaviour that are required in respect of the job duties and how this will be assessed;

- the provision of regular constructive feedback;
- identification and discussion of any problem areas at the earliest possible time;
- support and guidance including the provision of any necessary training and coaching.

The HR team are available to provide support and guidance where required throughout the programme.

Progress meetings

A key part of the probation procedure is for managers to hold regular progress meetings with the employee (121s). These should be a two-way process and provide both with the opportunity to discuss progress on a one-to-one and confidential basis. These meetings should be held at least once a month and should be planned and scheduled at the outset of the employee's employment.

At each meeting, the manager should aim to:

- highlight areas where the employee is doing well;
- explain clearly and in precise terms any areas in which the employee is falling below the required levels;
- explore the possible reasons for any failure to meet the required standards;
- discuss and agree whether or not any specific training or coaching is required;
- discuss any other relevant matters such as timekeeping, attendance, general conduct or attitude;
- invite the employee to comment on issues such as the extent to which he or she has integrated into the service and how well he or she is getting on with colleagues; and
- give the employee an opportunity to ask questions or raise concerns about any aspect of his or her employment.

The content of progress meetings should be fully and clearly documented on a [probation review form](#).

If there are any areas of disagreement over what should be recorded on the form, the manager should try to resolve these with the employee prior to the document being signed by both parties.

Concerns

Where any concerns have arisen about the employee's performance, the manager should discuss these fully and openly with the employee and an action plan to remedy the problem should be agreed. The manager should always adopt a supportive attitude.

Where necessary, the manager should clearly explain the consequences of underperforming to the employee. The employee should be helped to understand that a continued failure to achieve the required standards could ultimately lead to his or her employment being terminated.

At the end of each progress meeting, the manager should agree an action plan with the employee so that his or her progress can be monitored during the next few weeks.

The action plan should be documented in detail, stating what should be done, by whom, how and by when. This should include any support such as training and coaching that might be required. In this way, the employee will be aware of what is expected of him or her by the time of the next review.

Final review meeting

At the end of the probationary period, the manager should conduct a final review of the employee's performance and suitability for the job.

It is extremely important that the final review meeting is held on or before the end of the agreed probationary period. If the meeting does not take place by this date, technically the employee's appointment will be confirmed by default and any issues will need to be managed under the council's Managing Performance Policy.

The final review will allow both the manager and the employee to:

- identify and discuss any areas in which the employee requires further training or development;

- check how the employee feels about his or her employment in general; and
- explain how performance will be managed in the future – i.e. through the PDR scheme.

If the employee's performance is satisfactory, the manager should inform HR who will issue a letter of confirmation of appointment to the employee.

If the employee's performance has not been up to the standards required, please see section below on Termination of Employment.

Extending probationary periods

If, at the end of the set probationary period, the employee's performance is unsatisfactory - or in cases where the employee or the manager has been absent from the workplace for an extended period during probation - an extension of the probationary period may be appropriate.

An extension should normally be sought only where there are special circumstances justifying it. The manager should consult with HR prior to any decision to extend an employee's probationary period.

As an employee will gain the right to claim unfair dismissal after completion of the usual qualifying period of continuous service to bring a complaint of unfair dismissal, any extension of a probationary period should normally be for no more than three months.

Where it is agreed that an employee's period of probation will be extended, it will be important for the manager to set out the terms of the extension in writing. It will be important to state clearly:

- the length of the extension and the date on which the extended period of probation will end;
- the reason for the extension - for example that the employee's performance has fallen short of certain standards, but the manager reasonably believes that an extension of time will be effective in allowing him or her to achieve these standards;
- how and why performance has fallen short of the required standards;
- the performance standards or objectives that the employee is required to achieve by the end of the extended period of probation;

- any support - such as further training - that will be provided during the extension; and
- that if the employee does not meet fully the required standards by the end of the extended period of probation, his or her employment will be terminated.

It is not advisable to extend an employee's period of probation more than once. It is equally inadvisable to make extending probationary periods the norm. An extension should be agreed only if there are special factors that justify it.

Termination of employment

If the employee's performance is not up to the standards required, the manager should discuss the matter with the Head of Service and HR before any decision is made not to confirm the employee's appointment.

If the decision is to terminate the employment, a meeting will be set up with the Head of Service and HR to inform the employee of this and the reasons why. Employees have the right to be accompanied at the meeting by a trade union representative or work colleague and should be given at least 5 working days' notice. The outcome of the meeting will be confirmed in writing and the employee will be given 1 months' notice irrespective of their grade.

The employee will have the right of appeal against the termination of their employment in line with the [Appeal's policy](#).

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EAST HERTS COUNCIL

LOCAL JOINT PANEL - 21 MARCH 2018

REPORT BY HEAD OF HUMAN RESOURCES AND ORGANISATIONAL
DEVELOPMENT

CLOSURE OF COUNCIL OFFICES ON 24 DECEMBER WHERE
CHRISTMAS DAY FALLS ON A TUESDAY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

Members are invited to recommend to Human Resources Committee approval of :

- a Policy Statement on the closure of council offices on 24 December where Christmas day falls on a Tuesday and
- the council offices be closed on 24 December 2018

RECOMMENDATIONS FOR LOCAL JOINT PANEL:

That: Human Resources Committee be advised that:

(A)	the Policy Statement on the closure of council offices on 24 December where Christmas day falls on a Tuesday be approved
(B)	the Council offices be closed on 24 December 2018 and staff be required to take time off

1.0 Background

1.1 A suggestion to close the council offices on Monday 24

December 2018 was received through the Staff Suggestion Scheme on 28 December 2017. Due to 25 December 2018 falling on a Tuesday, it was felt that demand for staff requesting time off on that day would be high and may cause conflict within teams regarding who would have to cover the office.

- 1.2 The Leadership Team discussed the suggestion on 5 March 2018 and tasked Human Resources with looking at the options for implementing a closure on 24 December 2018.
- 1.3 Initial informal and brief discussions with UNISON regarding a closure on that day were positively received.
- 1.4 It was agreed that a policy statement should be implemented covering future closures of the council offices where Christmas day falls on a Tuesday.

2.0 Report

2.1 Implications

Closing the council offices on Monday 24 December will mean that the offices will be closed for 5 consecutive days (including the weekend) from Saturday 22 – Wednesday 26 December as follows:

Date	Open/ Closed	Comments
Friday 21 December	Open	Normal working day
Saturday 22 December	Closed	Weekend
Sunday 23 December	Closed	Weekend
Monday 24 December	Closed	Proposed enforced closure
Tuesday 25 December	Closed	Public Holiday - Christmas Day
Wednesday 26 December	Closed	Public Holiday - Boxing Day

Thursday 27 December	Open	Normal working day
Friday 28 December	Open	Normal working day

The Leadership Team have considered the impact on services of closing on 24 December and of having such an extended closure period. The usual emergency procedures will be put in place to cover the closure.

For 2018, staff may have already booked, or taken, all of their annual leave entitlement and do not have current annual leave entitlement to take 24 December 2018 as annual leave. The Leadership Team will therefore be providing alternative options available to staff should the final decision be to close on 24 December (see 2.5).

2.2 Current practice on taking annual leave

Aside from public holidays (Christmas Day, Boxing Day and New Year's Day), the council does not currently enforce annual leave during the Christmas/New Year period: employees can choose to either work or request annual leave during this period provided the service is appropriately covered. All annual leave is requested and taken with the approval of the manager.

There are two main documents that refer to the terms and conditions relating to annual leave: the General Leave Policy and the Contract of Employment. Please see ERP C and D for the extracts from each document on annual leave. There is no reference in either document as to when annual leave should be taken.

2.3 Benefits of closing the office

- Potential of improved health and wellbeing - all employees will be able to have an extended rest break over the Christmas period;

- Promotes the council as a family friendly employer – 24 December is often a time spent with family;
- It will avoid any potential conflict amongst employees over who has annual leave approved on 24 December;
- All of the above could boost staff morale;
- Potential reduction in heating and lighting costs as the offices will not need to be heated/lit on 24 December for 1 day before being closed again for 2 days.

2.4 Risks of closing the office

- Potential reputational risk - there will be no face to face services available to customers for 5 consecutive days and on a day that customers might normally expect the council offices to be open;
- Potential complaints from those staff who do not wish to take annual leave over the Christmas period;
- Potential complaints from those staff who do not have annual leave to request and do not wish to be “required” to take leave;
- Some services will need emergency cover to be provided and there may be conflict in the team over who should cover this.

2.5 Options available for staff regarding the closure on 24 December 2018

Where possible, staff should save 1 day of their annual leave entitlement to use on 24 December 2018.

It is recommended as a reasonable approach that staff are given various options to help them with the requirement to book a day of leave.

Where staff have already booked, or taken, all of their annual

leave entitlement and do not have current annual leave entitlement to take 24 December 2018 as annual leave they may choose one or a combination of the following options:

- Take 1 day from next year's leave entitlement;
- Accrue flexi time in the months preceding December and be able to 'bank' the hours to take 24 December off as flexi leave;
- Use accrued Time off In Lieu (TOIL) and be able to 'bank' it to take the time off on 24 December – this needs to be with the prior approval of the manager and must be in line with service requirements;
- Take unpaid leave.

2.6 Next steps

- Agree a joint statement with Unison (supporting the proposal) and cascade to all staff in a timely way (a draft can be found in ERP B);
- Place an article on the intranet with regular reminders throughout the year;
- Reminders of the arrangement to be given at staff briefings;
- Communicate to the public in due course e.g. notices in reception, on the EHC website etc.

2.7 The Policy Statement can be found at **Essential Reference Paper 'B'**.

The extract on annual leave from the General Leave Policy can be found at **Essential Reference Paper 'C'**.

The extract on annual leave from the Contract of Employment can be found at **Essential Reference Paper 'D'**.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate)</i> :	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	Leadership Team and Unison
Legal:	None
Financial:	None
Human Resource:	Approved by LT
Risk Management:	None
Health and wellbeing – issues and impacts:	None

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Policy Statement on the closure of council offices on 24 December where Christmas day falls on a Tuesday

Date agreed at Local Joint Panel:	21 March 2018
Date agree at HR Committee:	18 April 2018
Implementation Date:	18 April 2018

Statement

Whenever Christmas day falls on a Tuesday, the council offices will close on 24 December and all staff will be required to take annual leave on that day.

Date	Open/Closed	Comments
Friday 21 December	Open	Normal working day
Saturday 22 December	Closed	Weekend
Sunday 23 December	Closed	Weekend
Monday 24 December	Closed	Enforced closure
Tuesday 25 December	Closed	Public Holiday - Christmas Day
Wednesday 26 December	Closed	Public Holiday - Boxing Day
Thursday 27 December	Open	Normal working day
Friday 28 December	Open	Normal working day

Benefits of closing the office

- Potential of improved health and wellbeing - all employees will be able to have an extended rest break over the Christmas period;
- Promotes the council as a family friendly employer – 24 December is often a time spent with family;
- It will avoid any potential conflict amongst employees over who has annual leave approved on 24 December;
- All of the above could boost staff morale;
- Potential reduction in heating and lighting costs as the offices will not need to be heated/lit on 24 December for 1 day before being closed again for 2 days.

Risks of closing the office

- Potential reputational risk - there will be no face to face services available to customers for 5 consecutive days and on a day that customers might normally expect the council offices to be open;
- Potential complaints from those staff who do not wish to take annual leave over the Christmas period;
- Potential complaints from those staff who do not have annual leave to request and do not wish to be “required” to take leave;
- Some services will need emergency cover to be provided and there may be conflict in the team over who should cover this.

Emergency cover for services

The Leadership Team have considered the impact on services of closing on Christmas Eve and of having such an extended closure period. The usual emergency procedures will be put in place to cover the closure.

Procedure for taking leave on 24 December

In 2018

Where possible, staff should save 1 day of their annual leave entitlement to use on 24 December 2018.

Where staff have already booked, or taken, all of their annual leave entitlement and do not have current annual leave entitlement to take 24 December 2018 as annual leave they may choose one or a combination of the following options:

- Take 1 day from next year's leave entitlement;
- Accrue flexi time in the months preceding December and be able to 'bank' the hours to take 24 December off as flexi leave;
- Use accrued Time off In Lieu (TOIL) and be able to 'bank' it to take the time off on 24 December – this needs to be with the prior approval of the manager and must be in line with service requirements;
- Take unpaid leave.

Future years

For future years where Christmas Day falls on a Tuesday, staff will be required to save one day of their annual leave entitlement to use on 24 December.

Communication

In 2018

As much notice as possible will be given to staff regarding the closure on 24 December 2018 with regular reminders throughout the year.

Future years

Staff will be given a minimum of 10 months' notice of the closure to allow them sufficient time to manage their annual leave accordingly.

Public

The public will be given advance notice as appropriate e.g. notices in reception, on the EHC website etc.

Extract from General Leave Policy

5.0 Annual Leave

5.1 Leave Year

5.1.1 The Council operates an anniversary leave period commencing on the date an employee commenced working for the Council. Those employees starting or leaving employment during the year are entitled to leave proportionate to the number of completed weeks of service during the year.

5.2 Part Time Staff

5.2.1 Annual Leave entitlement will be applied pro-rata for part time employees based on 37 hours full time working week. For example an employee with full time equivalent 22 days annual leave entitlement working 20 hours per week will be entitled to 12 days annual leave.

5.3 Approval for Taking Leave/Carrying Forward Leave

5.3.1 All leave is taken at the discretion of your Line Manager and requests will need to be looked at in the context of the cover available within the team to ensure that the service provided is not disrupted.

5.3.2 Managers should try and plan staffing arrangements well in advance so that peak holiday periods are adequately covered so that holiday requests can be treated equitably.

5.3.3 Where a late request is received, the employee should not expect or assume that it will be granted and managers should treat such requests, due to unexpected events, sympathetically. As a general rule, however, employees should give at least twice the amount of notice that they wish to take as leave. Therefore, if 5 days' holiday is being requested, at least 10 working days' notice is required.

5.3.4 As far as possible all employees should take their annual leave before the end of their leave year. Where this is not possible up to five days annual leave may be carried forward into the next leave year with the prior written consent of their Line Manager.

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Extract from Contract of Employment

Holidays

- 1.1 Your annual leave entitlement is «Annual_leave_days» days which expressed in hours is «Annual_leave_hours» ******(inclusive of an extra 5 days or 37 hours for previous local government service ******subject to confirmation). Your entitlement will be pro-rated if you are part time and/or on a fixed term contract.
- 1.2 In addition to the annual leave entitlement East Herts Council grants the following public holidays to all members of staff:
- New Year's Day
 - Good Friday
 - Easter Monday
 - May Day
 - Spring Bank Holiday
 - August Bank Holiday
 - Christmas Day
 - Boxing Day
- 1.2.1 ******Public holiday leave for part time staff is calculated as 1/5th of the working week, which is «Bank_holiday_entitlement_if_PT» hours.
- 1.3 East Herts Council operates an anniversary leave period commencing on the date you start employment with East Herts Council.
- 1.4 If you start or leave employment during the year, you are entitled to leave proportionate to the number of completed weeks of service during the year. Unless otherwise advised by East Herts Council, you should ensure that you take your pro-rata outstanding annual leave before you leave East Herts Council. If, on termination of employment you have taken holiday in excess of your accrued annual entitlement, you consent to the deduction from your final installment of salary or from any other sum due to you, an amount equal to your salary for the numbers of days holiday taken in excess of your accrued entitlement.

- 1.5 All leave is taken at the discretion of your line manager. Up to 5 days annual leave may be carried forward into the next leave year with the prior written consent of your line manager. **Your annual leave entitlement will increase when you reach SCP 22/29/32/35.