BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

20 JULY 2021

REPORT OF THE CHIEF OFFICER LEGAL, HR AND REGULATORY SERVICES

HUMAN RESOURCES POLICIES

1.   Purpose of report

1.1   The purpose of this report is to seek approval of the Disclosure and Barring Service (DBS) and Resolution Policies.

2.   Connection to corporate well-being objectives/other corporate priorities

2.1   This report assists in the achievement of the following corporate well-being objective under the **Well-being of Future Generations (Wales) Act 2015**:

- **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3.   Background

3.1   Human Resources (HR) policies provide clarity about employment matters within the council and how these should be managed. They play an important role in providing consistency and transparency for employees and managers and guidance on how issues should be handled.

3.2   HR policies are developed or updated to: reflect and comply with existing or new legislation or case law; support the needs of the council; take account of best practice.

3.3   Reviews have been undertaken and completed on the DBS policy and the current Grievance and Dignity at Work policies. Service managers played a key role in reviewing the Grievance and Dignity at Work policies and developing the new Resolution policy. Trade Union representatives have been fully engaged in the process and support the proposed policies.

4.   Current situation/proposal

        DBS policy
4.1   The DBS policy sets out the requirements for criminal record checking, which is a requirement for certain employees and also applies in a range of other service areas. This is integral to the council fulfilling its safeguarding arrangements.

4.2   This policy is required to enable the council to undertake criminal records checks to fulfil its safeguarding requirements and statutory duty of care.

4.3 The revised policy, at **Appendix 1,** has been updated to accurately reflect relevant legislation and operational arrangements.

Resolution policy

4.4 This is a new policy which brings together the current Grievance and Dignity and Work policies.

4.5 It strengthens the provisions in place which allow employees to raise concerns or dignity at work issues. The policy takes account of current legislation and best practice with the aim of resolving matters sensitively and without undue delay.

4.6 The new policy at **Appendix 2** includes the promotion and use of facilitated discussions in order to optimise the chance of early resolution.

5. Effect upon policy framework and procedure rules

5.1 There is no effect upon the policy framework or procedure rules.

6. Equality Act 2010 implications

6.1 An initial EIA screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh language. It is therefore not necessary to carry out a full EIA on these policies.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of wellbeing goals/objectives as a result of this report.

8. Financial implications

8.1 There are no additional costs to implement these policies.

8.2 The cost of administering DBS checks are met from within existing budget provision.

9. Recommendation

9.1 It is recommended that Council approves:
- the DBS Policy (**Appendix 1**)
- the Resolution Policy (**Appendix 2**)

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Background documents:

None