

PERFORMANCE AND MANAGEMENT SCRUTINY COMMITTEE

22 MARCH 2005

Report of the Assistant Chief Executive - Change Management

ITEM 7 HARASSMENT AND BULLYING AND DISCIPLINARY PROCEDURES

1. Purpose of Report

To update the Committee on the Council's Harassment and Bullying and Disciplinary Policy and Procedures.

2. Background

The Council adopted the Harassment and Bullying Policy in February 2001, and the Disciplinary Procedure in January 2001. A report on these procedures was last considered in October 2003 by the Resources Scrutiny Committee.

3. Report

3.1 In total 6 employees invoked the formal Harassment and Bullying Procedure since October 2003. In addition 1 employee has invoked the Grievance Procedure with a complaint that was subsequently claimed to be harassment related. These complaints related to 2 particular situations and one was a group complaint involving 4 people (lodged in December 2003).

3.2 There have been five instances of formal disciplinary action taken since October 2003.

3.3 Training is offered to all managers on harassment and bullying and on discipline in the workplace. Training is also available to employees generally on harassment and bullying. This training was not previously compulsory but managers were encouraged to attend. In future, this will be provided for all new and existing managers and employees through the 'Academy' training plan. Courses will commence in April 2005.

3.4 The number of courses/briefings run and attendance from October 2003 to March 2005 is as follows:

	<u>Courses Run</u>	<u>Attendance</u>	<u>Nominations*</u>
H&B for Managers	1	5	26
H&B for Employees	1	10	77
Discipline	3	26	18

* ie number of employees who are waiting training.

- 3.5 Both the Harassment and Bullying and the Disciplinary Procedures are currently being reviewed. This will be informed by experience of working with the procedure and relevant information from recent Staff Satisfaction and Stress Surveys and as well discussions with staff representatives.
- 3.6 One of themes of the Staff Discovery Day planned for 19 April 2005 is well-being. The opportunity will be taken to further raise awareness around harassment and bullying issues.

4. Date of Next Report

This report will be subsumed into the report on HR matters scheduled for consideration by this Committee in May 2005.

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Background Papers: None