

FALKIRK COUNCIL

Subject: REFERRALS FROM JOINT CONSULTATIVE COMMITTEE
Meeting: EXECUTIVE
Date: 8th October 2013
Author: DIRECTOR OF CORPORATE & NEIGHBOURHOOD SERVICES

1. INTRODUCTION

- 1.1 The purpose of this report is to seek approval of various policies and employee related matters, which were referred to the Executive, by the Joint Consultative Committee on 16th September 2013.

2. POLICIES FOR APPROVAL

- 2.1 At its meeting on 16th September 2013, the Joint Consultative Committee agreed to refer the following to the Executive for approval, as noted below:

Communications Policy

- 2.2 This policy is targeted at communications with ethnic service users and individuals with a sensory impairment. The policy has been updated with slight amendments, most of which reflect the changes to the Equality Act. In addition, the policy includes up to date contact details for accessing translation and interpretation services.

Casual Policy

- 2.3 The Council's existing casual policy has been in place since 2008. Since then there have been a number of changes that require consideration and amendment of the policy, such as case law, pensions regulations. The key amendments include:

- The exclusion of teachers from this policy. Teachers have different national conditions, and a separate policy has been developed for this purpose.
- Confirmation of the right to join the pension scheme.
- Individuals on the casual list who have not undertaken any employment within the previous 6 months, will be automatically removed from the list.
- Annual checks for disclosure, PVG and fitness to work, including registration will continue to be required on an annual basis.

Equal Opportunities

- 2.4 The Equal Opportunities policy was recently reviewed to take account of the Equality Act. Since then, Falkirk Council has in line with legislative requirements, developed and published our equality outcomes and mainstreaming report. This mainstreaming report requires inclusion of an equal pay statement, which is now incorporated into the policy.
- 2.5 In addition, the Chief Governance Officer has been designated the Council's Equality Champion. The key responsibilities of this role are detailed within the Policy.

Family Leave Policy

- 2.6 The Family Leave Policy for Teachers and Other Associated Professionals has been amended. This amendment changes entitlement for parental leave from 13 to 18 weeks, which is in line with the SJC conditions.

Recruitment & Selection Policy

- 2.7 The Recruitment and Selection policy has been revised. In the main, the changes have been made to accommodate issues raised by Internal Audit relating mainly to administrative issues and timescales.
- 2.8 In addition, there are changes to incorporate the Council's obligations under the Gaelic Plan, along with the information on participation of service users. Some of the appendices have also been reviewed and re-ordered.

Short Term Supply/Fixed Term Employment

- 2.9 Teachers will no longer be covered by the general casual policy. To align with national conditions, a new policy has been developed to cover situations of casual or short term temporary employment arrangements. The policy defines short term supply and fixed term periods and the conditions that relate to each appointment.
- 2.10 The new short term supply policy outlines the recruitment procedure. As with, the casual policy, if an individual on the supply list hasn't been employed for 6 months, they will be automatically removed from the casual list.

3. RECOMMENDATION

It is recommended that the Executive approves the immediate implementation of the policies as noted in section 2 above.

.....
**DIRECTOR OF CORPORATE &
NEIGHBOURHOOD SERVICES**

Author: T Gillespie, extn 6239, K Algie, extn 6223
Date: September 2013

BACKGROUND PAPERS