

Title of Report	People Management Policies – Grievance Policy
Public/Confidential	Public
Summary/purpose of report	To ask Council to approve the updated Grievance Policy.
Recommendations	The Council is asked to approve the updated Grievance Policy.
Author	Calum Kennedy, Head of Human Resources
Responsible Officer	Laura Lamb, Acting Director, Workforce Education and Standards
Link to Strategic Plan	<p>The information in this report links to:</p> <p>Outcome 1: Trusted People who use services are protected by a workforce that is fit to practise.</p> <p>Outcome 2: Skilled Our work supports the workforce to deliver high standards of professional practice.</p> <p>Outcome 3: Confident Our work enhances the confidence, competence and wellbeing of the workforce.</p> <p>Outcome 4: Valued The social work, social care and children and young people workforce is valued for the difference it makes to people’s lives.</p>
Link to Risk Register	<p>Risk 3: We fail to meet corporate governance, external scrutiny and legal obligations.</p> <p>Risk 5: We fail to develop and support SSSC staff appropriately to ensure we have a motivated and skilled workforce.</p>
Impact Assessment	<p>An Impact Assessment (IA) was developed.</p> <p>No impacts were identified.</p>

Documents attached	Appendix 1: Grievance Policy
Background papers	Impact Assessment

EXECUTIVE SUMMARY

1. We maintain a Grievance Policy for staff to raise concerns they have, for those to be properly considered and addressed where appropriate. The updated policy provides greater detail and guidance than the previous version. The Council is asked to approve the Grievance Policy.

INFORMATION

2. The policy has been updated to provide greater detail on our processes and expectations. It also mirrors, where possible, equivalent positions in the Disciplinary Policy for consistency and ease of administration.
3. We have included information previously detailed in the appendix into the body text of the policy to make it easier for the reader.
4. Where this policy is subsequently approved by Council, it will take effect from the first day of the following month. Grievances that are underway will be moved to this policy.
5. Manager and employee awareness sessions will be conducted to promote the existence of this policy. We will promote the Grievance Policy to staff through delivering awareness sessions.

CONSULTATION

6. We conducted consultation with UNISON and have reached in principle agreement regarding the Policy.
7. We benchmarked externally using ACAS, Audit Scotland, Edinburgh University, Scottish Government, Unison and SportScotland.
8. We consulted with Operational Management Team (OMT) and maintained a record of comments and changes. The suggested changes were implemented.
9. We have consulted with the Short-Life Working Group and have implemented their suggestions. They are supportive of the updated policy.

RISKS

10. We have an averse risk appetite for risk 3: we fail to meet corporate governance, external scrutiny and legal obligations.
11. We have an averse appetite for risk 5: we fail to develop and support SSSC staff appropriately to ensure we have a motivated and skilled workforce to achieve our strategic outcomes.

12. The policy informs managers and employees of their rights and obligations. there are legal, cultural and reputational risks to the SSSC if we do not operate processes appropriately. The policy mitigates these risks by establishing clear principles, processes and guidance.

IMPLICATIONS

Resourcing

13. There are no resourcing requirements identified as part of this report.

Compliance

14. The Grievance Policy complies with our legal requirements and is seen as good practice.

IMPACT ASSESSMENT

15. We have developed an impact assessment. There are no specific findings that require action.

CONCLUSION

16. The Council is asked to approve the updated Grievance Policy.