

Title of report	People Management Policies – Dignity at Work
Public/Confidential	Public
Summary/purpose of report	<p>To ask Council to approve the updated Dignity at Work Policy.</p> <p>To ask Council to approve the recommendation that the Youth Employment Strategy work is incorporated into the People Strategy and progress reported at the People Strategy Board.</p>
Recommendations	<p>The Council is asked to approve</p> <ol style="list-style-type: none"> 1. the updated Dignity at Work Policy 2. that the Youth Employment Strategy work is incorporated into the People Strategy and progress reported at the People Strategy Board.
Author	Lucy Finn, Head of Human Resources
Responsible Officer	Lynn Murray, Interim Director, Finance and Resources
Link to Strategic Plan	<p>The information in this report links to:</p> <p>Outcome 1: People who use services are protected by ensuring the regulated workforce is fit to practise.</p> <p>Outcome 2: The SSSC supports and enhances the development of the registered workforce to deliver high standards of practice and drive improvement.</p> <p>Outcome 3: Our workforce planning activities support employers, commissioners and policy makers to deliver a sustainable, integrated and innovative workforce.</p> <p>Outcome 4: The social work, social care and early years workforce is recognised as professional and regulated and valued for the difference it makes to people's lives.</p>
Link to Risk Register	Risk 3: We fail to meet corporate governance, external scrutiny and legal obligations.

	Risk 5: We fail to develop and support SSSC staff appropriately to ensure we have a motivated and skilled workforce or have insufficient staff resources to achieve our strategic outcomes.
Impact assessments	<ol style="list-style-type: none"> 1. An Equalities Impact Assessment (EIA) was developed. 2. A Data Protection Impact Assessment (DPIA) was not required. 3. A Sustainability Impact Assessment (SIA) was not required.
Documents attached	Appendix 1 Dignity at Work Policy
Background papers	People Strategy 2021-2024

EXECUTIVE SUMMARY

1. We have reviewed and updated the Dignity at Work Policy. The Council is asked to approve the revised Dignity at Work Policy.
2. The key changes in the policy are to clarify and update language and adopt the revised corporate style.
3. The Council is asked to approve the recommendation that the Youth Employment Strategy work is incorporated into the People Strategy and progress reported at the People Strategy Board.

INFORMATION

Dignity at Work Policy

4. We are committed to creating a positive workplace for our employees. This policy sets out our expected standards of behaviour and details how issues and concerns can be raised and resolved. The policy identifies formal and informal means of resolution.

Youth Employment Strategy

5. We published the Youth Employment Strategy in December 2015 and it is due for review in November 2022. The Youth Employment Strategy is focussed on resourcing strategies such as student placements, internships and apprenticeships.
6. We introduced our three-year People Strategy in 2021 which has a specific strategic theme of Investing in Young People that is broader in scope than the Youth Employment Strategy. Under this theme various actions are identified, including those items covered by the Youth Employment Strategy, along with others that are not, such as setting up a Young People's Forum. The People Strategy Board monitors progress.
7. The Youth Employment Strategy currently sits out with our People Strategy and people governance framework and it duplicates part of the existing strategic theme. As such, we no longer require it as a separate Strategy. The areas of work that it refers to better sit within our resourcing strategies and we are preparing a proposal to formally incorporate these.
8. We recommend that the Youth Employment Strategy work is incorporated into the People Strategy and progress reported at the People Strategy Board.

Policy Timeline

9. We have updated due dates for the people management policies in the Policy and Strategy Timetable, which forms Appendix 1 to the Council calendar of business 2022/23.

CONSULTATION

10. We have conducted internal consultation with UNISON and agreed the policy wording.
11. We have benchmarked externally using XPERTHR and ACAS (Advisory, Conciliation and Arbitration Service) but we have not benchmarked with other comparable organisations. We do not consider further benchmarking necessary given the nature of the changes.
12. We have consulted with Operational Management Team and the short-term working group on policies with Council Members. We have maintained a change log of comments and changes. We have implemented the changes proposed relating to clarifying language and strengthening certain timescales.

RISKS

13. We have an averse risk appetite for risk 3: We fail to meet corporate governance, external scrutiny and legal obligations.
14. 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.
15. 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 to manage these situations.

IMPLICATIONS

Resourcing

16. There are no expected additional financial or staffing implications regarding this policy and guidance.

Compliance

17. This policy complies with our legal obligations and ACAS guidance.

IMPACT ASSESSMENTS

Equalities

18. We have prepared an Equality Impact Assessment for this policy. The policy does not discriminate against our employees, and we did not find any major implications after carrying out the assessment. The assessment identifies that the policy supports our commitments to promoting inclusion and diversity.

CONCLUSION

19. We recommend Council approves the Dignity at Work Policy.
20. We ask Council to approve the recommendation to incorporate the Youth Employment Strategy work into the People Strategy and report progress at the People Strategy Board.