

Public Document Pack

Officer Decisions

Friday, 20th July, 2018

Time Not Specified

AGENDA

OFFICER DECISIONS FOR WEEK ENDING 20TH JULY 2018

1. **Data Protection Policy**
Data Protection Policy Officer Decision 2 - 4
Data Protection Policy EIA

2. **Disciplinary Policy**
Disciplinary Policy Officer Decision 5 - 16
Disciplinary Policy EIA
Disciplinary Policy - V10.0 - May 2018

Date Published: Date Not Specified
Harry Catherall, Chief Executive

RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



DELEGATED OFFICER DECISION Director of HR, Legal and Governance
TAKEN BY:
PORTFOLIO
AREA: ALL

SUBJECT: Refresh of Data Protection Policy (POL010)

1. DECISION

The Director of HR, Legal and Governance is asked to approve the revised Data Protection Policy.

2. REASON FOR DECISION

The Data Protection Policy has been updated to incorporate the new mandatory requirements within the General Data Protection Regulation 2016 and the Data Protection Act 2018.

Key additions to the policy include:

- The requirement to publish the details of the Council's appointed Data Protection Officer (the DPO).
- The requirement to ensure a Data Protection Impact Assessment process is documented within a policy statement.
- The requirement to include the process that ensures the publication of privacy notices reflecting the processing of personal data is documented within a policy statement.
- The requirement to hold a register of all records of processing activity.
- The requirement to report any significant data breaches to the Information Commissioner within 72 hours.
- The requirement to document and publish the new age of consent for processing Children's Information Services data.
- The requirement to notify data subjects if the Council use automated profile decisions.
- Updated digital marketing processing consent to reflect the strengthened rights of the individual to prevent direct marketing.

3. BACKGROUND

The Policy has been updated to reflect the change in current UK Data Protection legislation. The changes have been consulted with key stakeholders and Trade Unions via the Council Policy Development Group and LJNCC (Local Joint Negotiation Consultative Committee).

4. OPTIONS CONSIDERED AND REJECTED

N/A

5. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

None

VERSION: V3.0

CONTACT OFFICER: Sarah Critchley

DATE: 12/07/2018

BACKGROUND DOCUMENTS:



POL010 ITMG Data
Protection Policy V3 In

Signed:

Director

Date: 16/07/2018

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	All	Date the activity will be implemented	01/08/2018
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Brief description of activity	Data Protection Policy
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =	TOTAL	AGAINST =

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	Sarah Critchley
Checked by departmental E&D Lead	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date	13/07/2018

RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



DELEGATED OFFICER DECISION TAKEN BY:	Director of HR, Legal and Governance
PORTFOLIO AREA:	ALL

SUBJECT: Disciplinary Policy (Council)

1. DECISION

The Director of HR, Legal and Governance is asked to approve the revised Disciplinary Policy.

2. REASON FOR DECISION

The Disciplinary Policy has been updated to ensure that it remains fit for purpose in line with employment legislation and best practice.

3. BACKGROUND

The policy has been tweaked for clarity to ensure that it is easy for managers to interpret and understand for consistency in application, a section regarding pre agreement has also been added to the policy for cases where the details of misconduct are not in dispute and the employee agrees to an agreed outcome without the need for a formal disciplinary hearing.

4. OPTIONS CONSIDERED AND REJECTED

N/A

5. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

None

VERSION:	10.0
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CONTACT OFFICER:	Sally-Ann Wolstenholme
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DATE:	6 th July 2018
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BACKGROUND DOCUMENTS:	Disciplinary Policy
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Signed:

A handwritten signature in blue ink, appearing to be 'VSP', enclosed within a rectangular box.

Director

Date: 12/07/2018

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

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The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	All	Date the activity will be implemented	01/08/2018
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Brief description of activity	Disciplinary Policy
--------------------------------------	---------------------

Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input checked="" type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =	TOTAL	AGAINST =

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	Sally-Ann Wolstenholme
Checked by departmental E&D Lead	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date	06/07/2018

Disciplinary Policy

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1. Aim of this Policy and Procedure

This policy and procedure is designed to help and encourage all employees to achieve and maintain appropriate and acceptable standards of conduct and to ensure a fair and consistent approach in managing conduct issues.

2. Scope of Policy and Procedure

The procedure extends to all employees of the Council, with the exception of Chief Officers.

3. Exclusions

These procedures do not apply to matters more appropriately dealt with under separate procedures. Such matters include:

- Attendance and capability issues dealt with in accordance with the Council's Attendance Management and Performance policies and procedures
- Concerns regarding any breaches to an individual's Dignity at Work, where the Council's Grievance policy should be considered in the first instance
- Issues of conduct arising during the probationary period

Additionally, where there is a potential disciplinary case against a Trade Union representative, no action under this procedure, other than precautionary suspension when gross misconduct is alleged, will be taken until the full time



official of the Trade Union has been informed of the case.

4. Principles

The disciplinary policy sets out a clear framework for managing employee misconduct. All occasions of alleged misconduct should be addressed fairly, transparently and at the earliest opportunity to minimise any anxiety or stress for the employee concerned and to ensure that the outcome reached is fair, reasonable and proportionate to the misconduct. Where an allegation is upheld it is important that corrective action is taken to modify and improve future conduct and reduce the likelihood of repeat misconduct occurring.

Wherever possible and appropriate, first occurrences of minor breaches of discipline / standards, should be dealt with informally, either through the normal course of management counselling and supervision or the informal procedure set out in Paragraph 8.1.

No disciplinary action will be taken against an employee until the case has been sufficiently investigated and a disciplinary hearing has taken place. The employee will be advised in writing of the nature of the complaint against them and the arrangements for the hearing.

The employee will be given the opportunity to set out their case and respond to allegations before any decision is made.

Under this policy and procedure, no employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty can be dismissal without notice.

An employee will have the right to appeal against any disciplinary penalty imposed.

The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action; i.e. the disciplinary sanctions are not necessarily sequential.

Being suspended or interviewed as part of the investigatory process is not to be regarded as prejudging the matter. Nor is it to be considered a disciplinary measure.

The employee will have the right to be accompanied by a work colleague or trade union representative at all stages of the procedure with the exception of Step 1 of the formal procedure where immediate precautionary action is required and after having attempted to arrange representation, companions are unavailable.

HR Advisors may be present at any of the formal stages of the procedure.

The intimidation or victimisation of persons prior to or following any complaint/allegation will not be tolerated and is a disciplinary offence in itself.

Any complaints/allegations found to be malicious or vexatious will be treated as a disciplinary matter.

The timescales within the procedures will be adhered to wherever possible and there is an obligation on all parties to allow for matters to be dealt with without delay. However, where there are good reasons, e.g. the need for further investigation or the lack of availability of witnesses or companions, each party may request that the other agrees to an extension of the permitted timescale.

The Council will monitor disciplinary data at least annually to ensure the policy is operating fairly, consistently and effectively.

5. Confidentiality/ Data Security

All matters will be dealt with confidentially and within the requirements of the Data Protection Act 1998. This is a responsibility of all parties involved.

It is important that confidentiality is maintained and information is shared securely. Any information that the Investigating Officer or the employee intends to rely upon at a Hearing or Appeal should be made available to the relevant parties. Any personal or confidential data should be redacted from documentation to maintain confidentiality and protect an individual's identity. Confidentiality must be maintained and information should only be disclosed to the relevant individuals.

6 Preliminary Investigation

A preliminary investigation should be undertaken following any allegation of misconduct. The purpose of a preliminary investigation is to establish the basic facts of an incident so that an assessment can be made on whether it is more or less likely that the allegation occurred and what the appropriate next steps should be.

A preliminary investigation is not a formal investigation and should not seek to establish all the facts of an incident as its purpose is only to establish enough information to make an informed assessment on whether the incident may have occurred and the appropriate next steps.

Following a preliminary investigation the manager will reach a decision on whether any further action is necessary. This may include a decision to recommend that a formal investigation is undertaken, suspension as a precautionary measure, informal action or no further action.

Before any employee is suspended authorisation must be obtained from a chief officer.

6.1 Pre-Agreement

It is an acceptable part of the disciplinary procedure for an agreement to be reached and take place prior to the hearing between both parties. This can only apply where the relevant facts are not in dispute and both sides are in agreement about the outcome. In these circumstances the employee must agree to an out of process procedure and sign an agreement to this effect. Once agreed there is no right of appeal. Where agreement is not reached normal procedures will resume.

This approach will not apply to allegations of gross misconduct or safeguarding.

7 Suspension

An employee should only be suspended from duty after sufficient information has been established to form a reasonable belief that the allegation may have occurred and is potentially gross misconduct. Alternatives to full suspension should be considered whilst further information is gathered.

Suspension is a precautionary measure, the purpose of which is to enable a fair, reasonable and unhindered investigation to take place. Suspension should only be imposed after careful consideration and where the following requirements have been met:

- The allegation(s) are potentially gross misconduct
- Alternatives to suspension have been considered and are deemed not appropriate

- There is reasonable belief that the employee(s) may have committed the alleged offence.

Before any employee is suspended authorisation must be obtained from a chief officer.

8 Standard Council Procedure

8.1 Informal Procedure

Unless the matter causing concern is sufficiently serious to justify formal action, managers should, in the first instance, deal with the issue through informal discussions. This is with a view to agreeing on corrective action without recourse to the formal procedure. The informal discussions may take place on more than one occasion and are not regarded as forming part of the formal disciplinary procedure. A file note should be made of the discussions including details of any agreed actions and the manager should put in writing to the employee details of the corrective action, the timescale over which improvements are expected and the possible consequences of the employee failing to meet the corrective action.

8.2 Formal Procedure

8.2.1 Step 1 – Commencement of the Formal Procedure

The employee will be informed of the following:

- The allegations made against them and the basis of the allegations
- That the formal disciplinary procedure is to be used and that step 2 of the procedure is to commence

- Of any suspension from work and the conditions of suspension. In addition an employee may be suspended at any stage of this procedure if the information gathered during the investigation is deemed sufficiently serious to potentially constitute gross misconduct.

This will be confirmed in writing and the employee will also be supplied with a copy of the Disciplinary Policy and Procedure.

8.2.2 Step 2 – Investigation

The line manager or a nominated manager will promptly investigate the alleged disciplinary matter.

Where an employee is called to attend an investigatory interview, the employee will be informed prior to the meeting that this is an investigatory interview and not a disciplinary hearing.

The employee will be given 48 hours' notice of the interview other than where a shorter period has been mutually agreed. The notice will be in writing and will inform the employee of:

- The purpose of the interview and that it will be held under the Council's disciplinary procedure
- The nature of the alleged misconduct
- Their right to be accompanied

The arrangements for the interview

- As an investigation progresses evidence may be obtained that

suggests the allegations may be more or less serious. The investigating officer should regularly review the findings at any time should it become clear that the allegations are potentially gross misconduct the employee must be suspended following authorisation from a Chief Officer. Likewise should the evidence available suggest that the allegations are no longer gross misconduct then authorisation must be received from a Chief Officer for the suspension to be lifted.

On conclusion of the investigation, the Investigating Officer will determine if there is a disciplinary case to answer or if there is no case to answer. Where the investigating officer concludes that there is no disciplinary case to answer, the investigating officer will inform the relevant Chief Officer of their findings. Where there has been a suspension only the Chief Officer can lift the suspension. The employee will be notified of this decision in writing and the disciplinary procedure will end.. Where there is a disciplinary case to answer, the employee will be notified of this decision and a disciplinary hearing will take place.

8.2.3 Step 3 – Disciplinary Hearing

The employee will be given 10 working days advance notice of a disciplinary hearing where dismissal is a potential outcome. The employee will receive 5 working days' notice for disciplinary hearings convened to consider allegations

of serious misconduct where dismissal is not a potential outcome. The notice will be in writing and will inform the employee of:

- The purpose of the hearing and that it will be held under the Council's disciplinary procedure
- The nature of the alleged misconduct
- The potential outcomes of the hearing e.g. dismissal if gross misconduct is alleged.
- Their right to be accompanied
- The arrangements for the hearing
- The witnesses to be called
- The date for the exchange of documents, where applicable

Where the employee cannot attend on the date proposed and provides a good reason for failing to attend, the hearing will be adjourned to another day and normally within 5 working days of the original date of the hearing. The new arrangements will be confirmed in writing to the employee. Unless there are special circumstances mitigating against it, if the employee is unable to attend the rearranged hearing, the rearranged hearing will usually take place in the employee's absence. The employee's companion (work colleague or Trade Union representative) may attend in such circumstances and will be allowed the opportunity to present the employee's case. The employee will also be allowed to make written submissions in such a situation.

The employee will be provided with all relevant written information that management intends to rely upon during the hearing (including witness statements) within the required timescales (10 working days' notice for disciplinary hearings

convened to consider gross misconduct allegations and not less than 5 working days' notice for disciplinary hearings convened to consider serious misconduct allegations where dismissal is not a possible outcome). The timescales will be adhered to unless otherwise agreed by both parties.

Similarly, the employee will provide management with all relevant written information that he / she intends to rely upon in accordance with the above timescales unless agreed otherwise.

Only in exceptional circumstances and at the discretion of the manager hearing the case will new documents be accepted at the hearing and relevant time allowed to either party to consider such information where required.

At the conclusion of the disciplinary hearing, the manager hearing the case will determine one of the following:

- That the employee has given an adequate explanation and / or there is no real evidence to support the allegations. In this case no further action is necessary.
- That the evidence supports the allegations and / or the employee has not given an adequate explanation. In this case disciplinary action against the employee may be necessary.

The manager will inform the employee of their decision and of any disciplinary action to be taken, giving an explanation for any sanction, as soon as possible after the conclusion of the hearing. All decisions will be confirmed in writing, together with

notification of the employee's right of appeal under this procedure (where applicable).

In exceptional circumstances, with the agreement of the Director or HR and Director of HR, Legal and Governance (or their designate), the hearing may be heard by a manager outside of the employing department.

8.2.3.1 Disciplinary Actions

The following disciplinary actions may be taken.

Stage 1 – First Written Warning

Where a minor offence or offences have been committed, a first written warning will normally be given. The warning will state that any further misconduct / failure to improve may lead to more severe disciplinary action.

A record of the warning will be kept but disregarded for disciplinary purposes after 6 months, subject to the employee's satisfactory conduct and the conditions set out in paragraph 9.

Stage 2 - Second Written Warning

If the offence is a serious one, or if a further offence or no improvement occurs within 6 months of the verbal warning, a second written warning will normally be given. The warning will state that any further misconduct / failure to improve may lead to more severe disciplinary action.

A record of the warning will be kept but disregarded for disciplinary purposes after 12 months, subject to the employee's satisfactory conduct and the conditions set out in paragraph 9.

Stage 3 - Final Written Warning

If the offence is sufficiently serious to warrant only one written warning but insufficiently serious to justify dismissal, or a further offence or no improvement occurs within 12 months of the second written warning, a final written warning will normally be given. The warning will state that dismissal or an alternative to dismissal may result where there is any further misconduct or a failure to improve within 18 months of the final written warning being issued.

A record of the warning will be kept but disregarded for disciplinary purposes after 18 months, subject to the employee's satisfactory conduct and the conditions set out in paragraph 9.

Stage 4 - Dismissal and Alternatives to Dismissal

If it is the case that previously a Final Written Warning has been issued and a further offence or no improvement has occurred within the period the Final Written Warning is 'live', dismissal will normally result. Dismissal in these circumstances will be with notice or with payment in lieu of notice. The decision to dismiss will be confirmed in writing as soon as practically possible and within 5 working days of the decision.

Alternatives short of dismissal may be considered and they are:

- Disciplinary transfer accompanied by a second Final Written Warning
- Demotion accompanied by a second Final Written Warning

These alternatives will be subject to the availability of suitable posts

Gross Misconduct

Examples of gross misconduct may include:

- Serious misuse of social media
- Theft, fraud, deliberate falsification of records or dishonesty
- Acts of bribery
- Falsification of qualifications references
- Acts of violence, obscene or abusive behaviour or enticing others to do so (including fighting or assault on another person or animal)
- Acts of bullying, harassment or discrimination
- Deliberate or unauthorised use of or damage to Council property or equipment
- Serious negligence which may cause unacceptable loss, damage or injury and willful negligence
- Unprofessional conduct and / or failure to disclose the same
- Serious non-compliance with Council, financial or other department regulations, including rules on email and internet usage
- Serious breach of health and safety rules
- Serious acts of insubordination
- Unauthorised entry to computer or other records and / or disclosure of confidential information / matters to public sources

- Serious incapability at work brought on by alcohol or illegal / non-prescribed drugs. (Also refer to the Council's procedure on "Alcohol and Other Substance Abuse".)
- Possession of or sale of illegal substances
- Conviction of a criminal offence (committed inside or outside of work) that makes the employee unsuitable or unable to carry out their duties
- Serious breach of trust and confidence

The above list is not exhaustive and contains examples of the types of misconduct which may be considered as gross misconduct.

Employees against which an allegation of gross misconduct has been made will normally be suspended from work on full contractual pay while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure, the Council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

Alternatives short of dismissal may be considered and they are:

- Disciplinary transfer accompanied by a second Final Written Warning
- Demotion accompanied by a second Final Written Warning

These alternatives will be subject to the availability of suitable posts

9. Warnings Issued to Employees Working with Children or Vulnerable Adults

Where the misconduct relates to work with children or vulnerable adults, warnings will be retained on a separate file and, in the event of further misconduct at any time during the employee's employment in a job role where the employee is required to work with children or vulnerable adults, these warnings will be taken into account in disciplinary proceedings.

10. Safeguarding concerns to the Disclosure and Barring Service (DBS)

Employers, social services and professional regulators have a duty to refer information about individuals who may pose a risk to children and vulnerable adults to the DBS. Therefore following a disciplinary hearing if there are any concerns relating to an employee's suitability to work with children or vulnerable adults, it is the employing department's responsibility to ensure a referral is made to the DBS as soon as reasonably possible.

11. Concerns during the Disciplinary Process

If an employee feels that the disciplinary process has not been followed appropriately or has any concerns it is their responsibility to raise the issue with the investigating officer or the next level of management. This should be done at the earliest opportunity so that the matter can be considered and resolved wherever possible.

If the disciplinary process has been started and the employee subsequently submits a complaint, the circumstances will be considered on a case by case basis by the department. Particular consideration will be given to the specific nature of the issue being raised before deciding how to proceed. This may include the following options:

- whether or not to continue with a formal meeting i.e. a disciplinary hearing/appeal and consider the grievance separately or;
- to suspend the formal meeting until the complaint is resolved or;
- if the issues are sufficiently related, to deal with both issues in the same process.

12. Appeals

If the employee wishes to appeal against a disciplinary decision they must do so in writing within 10 working days of receiving written notification of the decision. All notices of appeal must be submitted to the appropriate officer in the department in which the employee works and must state the ground(s) on which the disciplinary decision should be reviewed.

The Director will write to the employee, inviting the employee to attend an appeal hearing with the next appropriate level of management (as determined by the Director). A Chief Officer who has not been involved in the case will hear the appeal. The hearing will be held at a convenient date that is within 15 working days of receipt of the written statement of appeal.

In exceptional circumstances, with the agreement of the Director or HR and Director of HR, Legal and Governance (or

their designate), the appeal may be heard by a chief officer outside of the employing department.

The decision of the manager hearing the appeal is final and will be confirmed in writing no later than five working days after the hearing.

13. Links to other Policies/Documents

- [Disciplinary Policy Guidance](#)
- [Attendance Management Policy](#)
- [Grievance Policy](#)
- [Disciplinary Investigations FAQs](#)
- [Whistleblowing Policy](#)
- [Disciplinary/Appeal Hearing Agenda](#)

14. Further Guidance

Further guidance is available for employees in the Organisational Change Guidance. If you require further advice regarding the application of this policy and guidance please contact the HR Service via the contact details for your Programme Area – [Click Here](#)

15. Policy Review

This policy will be reviewed in accordance with any changes to statutory legislation and in consultation with the recognised trade unions.

16. Approving Body & Date

LJNCC: 28/03/2018

Review Date: March 2021