

People and OD Policy and Procedure Review - Summary of Changes

Employee Relations Procedures & Guidelines	
Absence Management Procedures and Guidelines	<ul style="list-style-type: none"> • The procedure has been simplified and comprises of: <ul style="list-style-type: none"> ○ Absence Reporting Procedure ○ Absence Management Procedure (short-term/persistent absence) ○ Long Term Absence Management ○ Return to Work • The main driver for this change is to ensure that we support the wellbeing of colleagues who are off work long term, with a view to them returning to work as soon as possible and being able to remain at work. • Additionally, we felt it was important to highlight the return to work procedure as a standalone as research indicates that this is a tool that can support managing absence and identifying appropriate support for the individual • Support available and guidance on managing is available in the Guidelines.
Dignity and Respect at Work Procedure and Guidelines	<ul style="list-style-type: none"> • The procedure for managing situations in relation to dignity and respect has been combined with the Grievance Resolution Procedure. • Separate Guidelines exist with a clear definition of bullying and harassment with an emphasis on manager's responsibilities and available options to support resolution of issues.
Disciplinary Procedure and Guidelines	<ul style="list-style-type: none"> • Greater focus on informal resolution. • The appeal procedure has been removed and incorporated into a single Employee Relations Appeals Procedure. • Guidelines for managers and staff have been developed to support the implementation of this procedure.
Employee Relations Appeals Procedure	<ul style="list-style-type: none"> • The current appeals procedure for Discipline, Grievance, Supporting Performance Improvement and Redundancy have been combined into one Employee Relations Appeals Procedure. • The timescales for submitting appeals, hearing appeals and communicating the outcome of the appeal are now consistent within the one procedure.
Grievance Resolution Procedure and Guidelines	<ul style="list-style-type: none"> • This procedure now incorporates dignity and respect at work. • Greater focus on informal resolution. • The appeal procedure has been removed and incorporated into a single Employee Relations Appeals Procedure. • Guidelines for managers and staff have been developed to support the implementation of this procedure.
Organisational Change Procedure and Guidelines	<ul style="list-style-type: none"> • Greater emphasis on applying the principles of partnership working and early consultation with trade union representatives before the business case is submitted to VCEG. • Inclusion of our statutory obligations and timescales for consultation where there is a potential for significant impact on individuals. • The procedure identifies when an individual should be placed at risk of redundancy and if following the matching /selection

	<p>process, they do not have a role in the new structure that they will be issued their contractual notice.</p> <ul style="list-style-type: none"> • The matching process will be undertaken by a panel to ensure fairness and consistency of approach. The panel will include a trade union representative. • The procedure has been simplified and sets out the step-by-step approach. • Guidelines have been developed to support the implementation of this procedure.
Redeployment Procedure	<ul style="list-style-type: none"> • This is a new procedure that supports individuals who have to be redeployed due to health/disability, organisational change, redundancy or capability.
Redundancy Procedure	<ul style="list-style-type: none"> • The procedure has been simplified and sets out the step by step approach • This procedure now includes considerations for additional support. • The appeal procedure has been removed and incorporated into a single Employee Relations Appeals Procedure.
Supporting Performance Improvement Procedure and Guidelines	<ul style="list-style-type: none"> • Greater focus on informal resolution • The appeal procedure has been removed and incorporated into a single Employee Relations Appeals Procedure. • Guidelines for managers have been developed to support the implementation of the procedure.
Voluntary Severance/Voluntary Early Retirement Scheme	<ul style="list-style-type: none"> • A revised scheme was approved by VCEG & Policy and Resources committee separately in January 2018 reducing the maximum compensation to 75% of salary.

Family Friendly and Worklife Balance

Annual Leave Purchase Scheme	<ul style="list-style-type: none"> • Introduced to enhance our suite of flexible work options. • Enables colleagues to purchase up to 10 days of additional annual leave per year, subject to business needs and line manager approval. • This enhances employee flexibility whilst at the same time enables the University to make financial savings on salary costs.
Adoption and Surrogacy Leave and Pay Procedure	<ul style="list-style-type: none"> • In line with legislative changes, this procedure now incorporates surrogacy entitlements.
Career Break Procedure	<ul style="list-style-type: none"> • No change, formatting only
Carers Fund Procedure	<ul style="list-style-type: none"> • No change, formatting only
Dependants Leave Procedure	<ul style="list-style-type: none"> • The entitlement to dependants leave has been increased from 3 days to 5 days where a dependant has been admitted to hospital

Flexible Working Procedure and Guidelines	<ul style="list-style-type: none"> • Incorporating the opportunity for individuals to apply for flexible working more than once in a 12 month period, where circumstances allow.
Maternity Pay and Leave Procedure and Guidelines	<ul style="list-style-type: none"> • No change, formatting only
Maternity Support Scheme	<ul style="list-style-type: none"> • No change, formatting only
Parental Leave Procedure	<ul style="list-style-type: none"> • Improved flexibility by incorporating the ability for individuals to apply for parental leave in days, rather than in blocks of 1 week. •
Paternity Leave and Pay Procedure	<ul style="list-style-type: none"> • No change, formatting only
Retirement Procedure	<ul style="list-style-type: none"> • No change, formatting only. • Retirement options, including winding down, phased/flexible retirement have now been incorporated into our promotional material for family friendly entitlements and benefits.
Shared Parental Leave and Pay Procedure and Guidelines	<ul style="list-style-type: none"> • No change, formatting only.

Resourcing

Recruitment & Selection Procedure	<ul style="list-style-type: none"> • The policy and procedure has been streamlined whilst at the same time, re-emphasising our commitment equality and diversity in our recruitment practices and has been updated to reflect that we are a Disability Confident Employer. • In order to support our commitment to Athena SWAN, the procedure and associated guidelines encourage inclusion of appropriate gender balance (but not limited to gender) on the selection panel and encourages recruiting managers to consider flexible working options. • Inclusion of AVP Academic on the selection panel for professoriate appointments. • Inclusion of P&OD representative on the selection panel for leadership and/or sensitive roles in order that advice and guidance available if required. • The procedure has been updated to reflect the use of more modern attraction and selection methods, including use of social media to advertise roles and the use of skype to interview international candidates. • The procedure has been updated to reflect the use of probationary periods across both Academic and Professional Services staff. • We have a strong emphasis on the early start of pre-employment checks in accordance with legal guidance.
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	<ul style="list-style-type: none"> To support our Condordat Action Plan, the procedure has been updated to ensure that unsuccessful applicants receive feedback on the outcome of their application if requested.
Emeritus Professor	<ul style="list-style-type: none"> No significant change, formatting only. This policy and procedure used to sit within Corporate Support, however, it has been transferred to P&OD as a result of this University wide project.
Employment of Non-Permanent Staff	<ul style="list-style-type: none"> No significant change, formatting only. Please note that as a result of the appointment of the interim Director of People and OD, a short-life working group has been established to re-define the process for recruiting non-permanent staff. This is with a view to making improvements to the process both in terms of time spend and reputation. A revised process will be developed and presented to VCEG at the appropriate time.
Relocation Expenses	<ul style="list-style-type: none"> No significant change, formatting only.

Reward & Recognition

Local Staff Recognition	<ul style="list-style-type: none"> Minor administrative changes and formatting only.
Promotion – Professor	<ul style="list-style-type: none"> Minor administrative changes and formatting only.
Promotion – Senior Lecturer/Reader	<ul style="list-style-type: none"> Minor administrative changes and formatting only.
Salary Recognition and Reward	<ul style="list-style-type: none"> Minor administrative changes and formatting only.
Service Recognition	<ul style="list-style-type: none"> Minor administrative changes and formatting only.
Staff Appreciation and Recognition	<ul style="list-style-type: none"> Minor administrative changes and formatting only.

Equality & Diversity

Equality, Diversity and Human Rights Procedure and Guidelines	<ul style="list-style-type: none"> No Significant Change
Equality Impact Assessment	<ul style="list-style-type: none"> Change in the Design of the template and policy streamlined. However no significant change in guidelines.

Procedure and Guidelines	
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