



**MANAGERS AND SENIOR PROFESSIONALS
HANDBOOK**



April 2019

CONTENTS

SECTION	PAGE
INTRODUCTION	4
SALARY AND HOURS OF WORK	7
PAY DATE	7
SALARY SCALE	7
SALARY PROGRESSION	8
RECOVERY OF OVERPAYMENTS	8
JOB EVALUATION	8
PAY PROTECTION	8
WORKING ARRANGEMENTS	8
HOURS OF WORK AND WORKING TIME REGULATIONS	9
EMPLOYMENT CONDITIONS	11
CONTINUOUS SERVICE	11
DECLARATION OF INTERESTS	12
CODE OF CONDUCT	12
PROBATION PROCEDURE	12
GRIEVANCE PROCEDURE	12
DISCIPLINE PROCEDURE	13
PERFORMANCE MANAGEMENT PROCEDURE	13
NOTICE PERIOD	14
RIGHT TO WORK IN THE UK	14
POLITICALLY RESTRICTED POSTS	14
PLACE OF WORK	15
EMPLOYMENT PROCEDURES AND GUIDANCE	15
DECLARATION OF CRIMINAL CONVICTIONS	15
SICKNESS ABSENCE	15
UNAUTHORISED ABSENCE	16
SECURITY ID AND COUNCIL VISITORS	16
CONFIDENTIALITY	17
DISCLOSURE OF INFORMATION – WHISTLEBLOWING	17
EMPLOYMENT OF RELATIVES/PARTNERS/FRIENDS	18
EMPLOYEE RECORDS AND DATA PROTECTION	18
THE NATIONAL FRAUD INITIATIVE	19
INFORMATION GOVERNANCE & SECURITY POLICIES	19
SMOKING POLICY	20
BENEFITS	21
PENSIONS	21
SICKNESS ABSENCE PAYMENTS	21
SUBSCRIPTION TO PROFESSIONAL BODIES	21
COUNCIL INSURANCE COVER FOR EMPLOYEES	22
INTEREST FREE SEASON TICKET LOAN	22
CAR ALLOWANCES	22
CYCLE ALLOWANCE	23
ANNUAL LEAVE	23
EXTENDED CARRY OVER LEAVE SCHEME	24
ANNUAL LEAVE AND LONG SERVICE	24
MATERNITY LEAVE AND PAY	25
ADOPTION LEAVE AND PAY	25
PARENTAL LEAVE	25

MATERNITY SUPPORT LEAVE/PATERNITY LEAVE	25
OTHER LEAVE	26
FLEXIBLE WORKING	26
OCCUPATIONAL HEALTH SERVICE	26
EMPLOYEE ASSISTANCE PROGRAMME	26
PROCEDURE FOR DEALING WITH DRUG/ALCOHOL MISUSE	27
LEARNING AND DEVELOPMENT	27
TRAVELLING AND SUBSISTENCE	27
EX GRATIA PAYMENTS	28
REDUNDANCY PAYMENTS	28
REDEPLOYMENT	28
RETENTION OF DISABLED EMPLOYEES	28
RETIREMENT	28
VOLUNTARY REDUCTION IN HOURS	28
INTERNET POLICY	29
PERSONAL USE OF COUNCIL FACILITIES	29
PAYROLL GIVING	29
HOSPITAL SAVING ASSOCIATION	29
CYCLE TO WORK SCHEME	30
STAFF DISCOUNTS	30
CHILDCARE VOUCHERS	30
HARROW CHILDREN'S INFORMATION SERVICE	30
CAREER BREAK SCHEME	30
JOB SHARE	31
CONSULTATION & NEGOTIATION ARRANGEMENTS	32
TRADE UNION MEMBERSHIP	32
CORPORATE JOINT COMMITTEE	32
DIRECTORATE JOINT COMMITTEE	32
EMPLOYEES CONSULTATIVE FORUM SUB GROUP	33
EMPLOYEES CONSULTATIVE FORUM	33
CONDITIONS OF EMPLOYMENT	33
EQUALITY AND DIVERSITY	34
EQUAL OPPORTUNITIES AND DIVERSITY	34
HARROW COUNCIL EQUALITIES STRUCTURE	35
HEALTH AND SAFETY	37
HEALTH AND SAFETY POLICY	37
FIRST AID	37
ACCIDENT REPORTING	37
PHYSICAL OR VERBAL ABUSE	37
FIRE DRILLS AND BOMB DRILLS	37
PERSONAL INJURY ALLOWANCE SCHEME	38
DISPLAY SCREEN EQUIPMENT	38
RISK ASSESSMENTS	38

INTRODUCTION

The terms and conditions of your employment with the London Borough of Harrow are found in your statement of particulars, this managers handbook and in Harrow Council's policies and procedures.

Your employee handbook forms an appendix to your statement of particulars and you should keep the two documents together. Your employee handbook summarises some of the key policies relating to your employment. Council procedures are summarised in this Handbook. This employee handbook contains contractual and non contractual documents. For the avoidance of doubt, if there are any inconsistencies between your employee handbook and the procedures, the procedures take precedence.

The handbook and all the HR Policies and Procedures can also be found on the HR intranet home page. **Go to the Harrow Council intranet home page > Click Information by Section > Select Human Resources.**

If you have any questions about the Managers Handbook please contact HR on 020 8901 2655 or extension 5955 email AskHR@harrow.gov.uk

Amendments will be notified to you if they concern changes to any of the following:-

- Sickness provision
- Pension
- Disciplinary Policy
- Performance Management Policy
- Grievance Policy
- Sickness Absence Management Policy
- Remuneration
- Holiday Entitlement
- Collective Agreements

All other changes will be notified via newsletter and will be updated on the intranet.

Changes in your personal details

If you change your name or your address or change the person you have nominated as your emergency contact, you should notify HR by emailing payroll@harrow.gov.uk.

If you change your bank details you should contact payroll@harrow.gov.uk. who will send you the appropriate form to complete to ensure that your salary is paid into the correct account.

Useful Contacts

Service	Contact details
Payroll - contracts of employment and general HR queries	payroll@harrow.gov.uk Telephone: 020 8901 2655 (extension 5955)
HR Employee Relations	AskHR@harrow.gov.uk Telephone: 020 8901 2655 (extension 5955)
Recruitment (Pertemps) PAWS (Recruitment system)	Telephone: 020 8416 8211 Recruitment Team recruitment@harrowcouncil.info Email: paws.support@pertemps.co.uk Telephone: 0800 011 2768
Pensions	Telephone: 020 8424 1186 Ext 2186
Learning and Development	Telephone: 020 8420 5669 or direct dial Ext 5669
Health and Safety	Telephone: 020 8424 1407 Email: healthandsafety.healthandsafety@harrow.gov.uk
Occupational Health Services	Health Management Ltd, Ash House, The Broyle, Ringmer, East Sussex, BN8 5NN Telephone: 0845 504 1000 http://www.healthmanltd.com/
Making a Difference Group (MADG)	Please contact the chair of the group on 020 8736 6989
Employee Assistance Programme (Workplace Wellness) Free & Confidential	Employee Assistance Programme- confidential 24 hour service offering legal advice/ guidance, debt counselling & financial information Telephone: 0800 111 6387
Trade Unions	GMB 020 8424 1086 Unison 020 8424 1795
Childcare Vouchers	http://www.computersharevoucherservices.com/
Cycle2work and Cycleplus	www.salaryplus.co.uk/harrowcouncil
Access to Work	Kings House, 1st Floor, Clarendon Road, Harrow, Middlesex HA1 1YJ Telephone: 020 8426 3110 Fax: 020 8426 3134 Minicom: 020 8426 3133 Email: atw-london-region@jobcentreplus.gsi.gov
Disability, advice, Information and Support Group	Support group for employees with disabilities Email: Daisdais@harrow.gov.uk A representative from the Harrow Association of Disabled People (HAD) is based at Harrow Council

	<p>every Wednesday.</p> <p>Telephone: 020 8861 9920 Fax: 020 8861 9926 Textphone: 07985 244 177 Email: general@had.org.uk</p>
Mind in Harrow	<p>8 Havelock Place, Harrow, Middlesex HA1 1LJ</p> <p>Telephone: 020 8426 0929 Email: info@mindinharrow.org.uk</p>
Staff Carers	<p>Support group for employees with caring responsibilities</p> <p>020 8424 1023 (Ext. 2023)</p>

SALARY AND HOURS OF WORK

PAY DATE

You are normally paid a twelfth of your contractual annual pay on the 25th of each month which constitutes pay from the first to the last day of the month. Where this date falls on a Saturday or Sunday or a Monday Public Holiday, you will be paid on the preceding Friday. Payment is by credit transfer to a bank or building society operating within the Bankers Automated Credit System (BACS).

SALARY SCALE

The salary scales from 1st April 2019 are:

Grade	SCP	Basic Salary
MG1	1	£45,570
	2	£47,193
	3	£48,687
	4	£50,244
	5	£52,134
MG2	1	£54,912
	2	£56,469
	3	£58,029
	4	£59,583
	5	£61,137
MG3	1	£58,026
	2	£59,802
	3	£61,536
	4	£63,357
	5	£65,145
MG4	1	£68,694
	2	£71,079
	3	£72,618
	4	£74,199
	5	£75,810
D1	1	£85,455
	2	£89,250
	3	£92,283
	4	£95,745
	5	£100,755
D2	1	£106,845
	2	£110,088
	3	£113,358
	4	£116,763
	5	£120,279

SALARY PROGRESSION

Your letter of appointment will state your starting salary. Progression through the grade is by annual increments payable on 1st April each year until you reach the maximum of your grade.

If you commence employment between 1st October and 31st March you will **not** receive an increment until you have completed 6 months' service.

If you receive a written warning under the Disciplinary, Absence Management or Performance procedures you will not receive the next increment due to you. Normal incremental progression will resume the following year subject to satisfactory performance.

Pay rates will be reviewed each year in accordance with the nationally agreed pay award, the settlement date for which is April 1st.

The Council reserves the right to make a payment in lieu of the notice, when either you or the Council gives notice to terminate your employment.

RECOVERY OF OVERPAYMENTS

The Council will recover overpayments of salary and expenses incurred by employees in carrying out their employment.

It is the employee's responsibility to report an overpayment as soon as possible to their manager and to HR to prevent the error continuing and to make arrangements for repayment.

JOB EVALUATION

Your post has been graded using the HAY job evaluation system.

Posts are normally evaluated following an organisational review or the creation of a new post. You can however request a job evaluation if your duties change which, if agreed, will be carried out by at least two HRD advisers and/or managers and validated by the Employee Relations Team Leader.

PAY PROTECTION

An employee will be entitled to pay protection where there is a reduction in their contractual pay as a result of:

- redeployment to avoid redundancy, or
- re-grading as a result of job evaluation
- restructuring or reorganisation of work

With effect from the start of their new contract, pay protection will be based on the difference between their previous and new contractual pay, provided that the difference is no more than 20%. Where there is more than a 20% difference between the previous and new contractual pay, only 20% will be protected.

Pay protection will be a phased reduction of pay over a period of not more than two years, as follows:

Year One - 100% of the difference for the first 12 months from the date of the redeployment

Year Two - 50% of the difference for the following 12 months

Protection arrangements will only apply where an employee accepts a post where the difference between the employee's previous contractual pay and their new contractual pay means a reduction in salary.

Where an employee moves to a higher paid role during the pay protection period, pay protection will cease.

WORKING ARRANGEMENTS

- (i) You are required to work a standard working week of 36 hours. You can, on the whole, organise your own working hours in a manner consistent with carrying out your duties and responsibilities, subject to the needs of the service. However, your average minimum must be 36 hours, and you are required to work additional hours if necessary to discharge the duties of the post and as such, flexibility is needed in working practices.
- (ii) Overtime and enhanced payments are not payable.
- (iii) Honoraria payments for undertaking additional or onerous duties are not payable other than in very exceptional circumstances (at the discretion of the relevant Chief Officer).

HOURS OF WORK AND THE WORKING TIME REGULATIONS

Your hours of work are set out in your Statement of Particulars (and other related documents).

The Working Time Regulations are in place to ensure that employees are not required to work excessive hours. The Regulations limit the average weekly hours anyone can be required to work to 48 hours (averaged over a 17 week period).

Night workers are limited to an average of 8 hours work in 24 hours and must have regular health checks. Unless alternative arrangements are made all workers should have 11 hours break from work in every 24 hours and 24 hours break from work in every 7 days. There are special requirements for under 18 year's olds.

There is flexibility within the Regulations to allow workers and employers to jointly arrange working times to suit their situation.

The Working Time Directive stipulates that from 1st April 2009 it is a legal requirement that every employee takes a minimum of 28 days annual leave including Bank Holidays (normally but not always 8 per year).

Employees will not be permitted to carry over, bank or apply to sell annual leave until they have taken 28 days leave including Bank Holidays.

You should

- Check if there are special working time arrangements applying to your job
- Plan your week to avoid undue stress
- Record your working time in the way approved for your unit
- Check your average working hours
- Take your rest breaks
- Take your annual leave
- Tell HR if you do more than one job – if you currently have two jobs that together add up to more than 48 hours per week (averaged over 17 weeks) you should talk to HR without delay to ensure that you are not breaching the Working Time regulations
- Raise any concerns about your individual or collective working time arrangements with your Manager and/or your Union steward.

EMPLOYMENT CONDITIONS

CONTINUOUS SERVICE

You are required to confirm that the dates of continuous service, set out in your statement of particulars, are correct within 8 weeks of taking up your job with the Council. If you do not, the Council will take the dates recorded as being correct and agreed by you.

Continuous service affects your entitlement to a range of benefits and statutory entitlements, including the occupational sickness and maternity schemes and redundancy. Other than for redundancy where the break in service to lose continuity of payments has to be of more than 4 weeks, it is 1 week's break in service for other benefits and statutory entitlements. You may therefore have more than one different date for continuous service.

1. If this is your first job in local government, the date you commenced employment with the Council is the date your continuous service date started and is used for all purposes.
2. If you worked for Harrow immediately before commencing this job and you have ceased that employment, and you had no break in service, your original date of commencement with the Council will count for all purposes.
3. If you worked for another Council (or any other body covered by the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 (the Modification Order) immediately before commencing this job and you ceased that employment, service from that authority will count in the calculation of entitlement to annual leave, the Occupational Sickness Scheme and the Occupational Maternity Scheme and redundancy payments. This will be recorded as cumulative service.
4. If you currently have another job with this or any local authority and you do not intend to give up that job, then length of service in your other current job will count as continuous service towards the calculation of entitlement to annual leave, the Occupational Sickness Scheme and the Occupational Maternity Scheme and redundancy.

The earliest continuous service date may, however, only be used once for calculating redundancy payments.

5. If you are voluntarily returning to work in local government employment, without a break, and your employment with your last employer was because of a TUPE transfer, previous continuous local government service will be recognised for calculation of entitlements to annual leave, occupational maternity leave/pay and occupational sick pay, provided your return to local government service is within five years of the original transfer.

The above does not, however, affect your entitlement to redundancy pay which is calculated based on service in current employment.

This agreement applies to all employees who have returned to local government service since 1st April 1997; however, the calculation of the resulting benefits, such as additional leave, will only take effect from 1st April 2002.

If 3, 4 or 5 above apply, you should bring this to the attention of Human Resources.

DECLARATION OF INTERESTS

You must inform your Director if you have:

- any financial or non financial interests which could bring about conflict with the Council's interests;
- are a member or intend to become a member of any organisation, not open to the public, without formal membership and commitment of allegiance or which has secrecy about rules or membership or conduct.

If either of the above apply, you should complete the declaration of interests form which is available on the Council Intranet site.

CODE OF CONDUCT

All employees of the Council are required to adhere with the Code of Conduct which can be found on the HR Intranet site

PROBATION PROCEDURE

All new appointees to Harrow are subject to a probationary period. The initial 26 weeks* of your appointment is a probationary period during which you are required to establish your suitability for the job. Should you fail to satisfy the Council as to your suitability, your employment with the London Borough of Harrow may be terminated.

To successfully complete your probation period you must complete all mandatory training and attend Corporate and Departmental Induction.

During your probationary period the period of notice that the Council is required to give is four weeks irrespective of your grade.

*Some employees e.g. newly qualified Youth Workers, social workers on the ASYE programme and certain employees working within the Safeguarding and Family Support division of Children's Services Directorate will be subject to a 12 month probationary period, as specified in their offer of appointment.

GRIEVANCE PROCEDURE

The Council expects employees to maintain good relationships with colleagues and members of the public, is committed to the belief that every employee has the right to be treated fairly at work and to work without fear of discrimination, bullying or harassment.

The Council encourages anyone who considers that they have been the subject of any unfair or unjustified treatment to bring this to the notice of management.

The Grievance Policy ensures that employee complaints are responded to in a fair and consistent manner and resolved as soon as possible.

If you have a grievance relating to your employment you should raise it under the following procedure:-

- In the first instance, you should discuss the issue with your line manager.
- Where an employee has raised a complaint with their manager, which cannot be resolved through day-to-day management, the formal procedure will be implemented. The employee submits a written complaint which will be considered formally by the manager at a meeting. If appropriate the manager will arrange for an investigation into the grievance. The manager will then consider whether the grievance warrants any action and convey their response to the grievance at a formal meeting and in writing.
- You are entitled to be accompanied or represented by a fellow work colleague or your trade union representative at the grievance meetings.

For further information, please refer to the Grievance Policy which is in the HR section on the Council Intranet site.

DISCIPLINARY PROCEDURE

The aim of the Discipline Procedure is to help and encourage all employees to achieve and maintain acceptable standards of conduct.

The Discipline procedure is used to ensure that managers promptly address concerns relating to conduct and take all reasonable steps to assist employees to reach and maintain the required standards of conduct/behaviour and identifies actions which may be taken to address concerns.

Where, following an investigation, it appears an employee's conduct may warrant disciplinary action a Disciplinary Meeting will take place. This could result in a first or final warning being issued or where the misconduct is cumulative or one of gross misconduct, the employee's contract of employment may be terminated.

Employees may be accompanied by their trade union representative or work colleague at formal meetings and have the right to appeal against any decision to take disciplinary action.

PERFORMANCE MANAGEMENT PROCEDURE

The Council believes that its success is dependent upon the performance of its employees and is committed to making the best use of their potential by improving and maintaining their development and capability.

The procedure has been developed to enable managers to work with employees to promptly address capability concerns and take all reasonable steps to encourage, support and enable employees to improve and maintain their performance and sickness absence record.

If the performance issue relates to your performance at work, your manager will support and advise you towards improving this. If following a guidance meeting and the development of an action plan your performance does not improve a Performance Meeting will take place and a first or final warning may be issued. If your performance does not improve, further Performance Meetings may take place which could ultimately result in your employment being terminated.

You have the right to be accompanied at any formal meetings in connection with performance and there is a right of appeal against warnings or dismissal.

NOTICE PERIOD

The contractual length of notice you are required to give if you wish to terminate your employment with the Council is 12 weeks.

If the Council terminates your employment you will be given 12 weeks contractual notice, unless you are within your probationary period. If the Council terminates your employment within your probationary period, you will be given four weeks' notice.

RIGHT TO WORK IN THE UK

Prior to commencing your employment with Harrow Council, your documents will have been checked to ensure that you have the right to work in the UK. It is your responsibility to inform your manager if there are any changes to your particular circumstances which could affect your status.

You may be asked, at any time, to provide evidence or documentation to verify your right to work in the UK.

If, for any reason, you lose the right to work in the UK your employment with the Council will cease immediately.

POLITICALLY RESTRICTED POSTS

Certain designated posts and others by virtue of the duties performed are politically restricted in accordance with the Local Government and Housing Act 1989, Local Government Officers (Political Restrictions) Regulations 1990 and The Local Government and Housing Act 1989 (LGHA 1989) as amended by ss.202-202 The Local Government and Public Involvement in Health Act 2007 and s.30 The Local Democracy, Economic Development and Construction Act 2009, which means that certain officers are not permitted to take part in a number of political activities including standing for political office and canvassing.

For a more detailed summary of the legislation, please see the Council's Guidance on Politically Restricted posts on the intranet.

You will have been informed if your post is subject to political restrictions in the Statement of Particulars which accompanies your offer of employment.

The political restrictions are deemed to be incorporated into the contracts of employment and breach of the restrictions is a breach of contract.

A complete list of politically restricted posts is available in Committee Services.

PLACE OF WORK

In accordance with your terms and conditions of employment, the Council reserves the right to change your place of work. You may be required to work at any location within the London Borough of Harrow. The Council does not pay excess travel costs incurred in this situation.

EMPLOYMENT PROCEDURES AND GUIDANCE

Employment Policy statements are contractual, but employment procedures and any supporting guidance, including best practice notes, are non-contractual.

DECLARATION OF CRIMINAL CONVICTIONS

During the recruitment process, all applicants for employment with Harrow Council are required to disclose details of criminal convictions, cautions, bind overs or reprimands and any pending prosecutions.

In addition, if your post is one of those subject to certain provisions in the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, you will have been required to disclose details of any criminal convictions, cautions, bind overs or reprimands which in other circumstances would be considered “spent”. Your appointment will have been made subject to a satisfactory disclosure check obtained from the Disclosure and Barring Service (DBS).

All employees of the London Borough of Harrow are required to inform their manager immediately if, at any point during their employment with Harrow Council, they receive a criminal conviction, caution, bind over or reprimand or are charged with an offence, irrespective of the post they hold.

If it subsequently comes to light that an employee has failed to disclose convictions, etc. at the appointment stage, or during the course of their employment at Harrow Council, their employment may be subject to disciplinary action including dismissal.

SICKNESS ABSENCE

Notification of sickness absence

You must notify your manager (or nominated person) as early as possible on (or if possible before) the first day of your absence from work due to sickness or ensure that someone else does this for you as soon as possible.

You must keep in touch with your manager during your absence, providing information on your condition. You should make contact daily until there is a clear indication of the duration of your sickness absence e.g. receipt of a Statement of Fitness for Work and/or a date for return to work.

On your return to work you must submit a Self-Certification form to cover your absence due to sickness from the first day. Your manager will arrange to meet with you to conduct a Return to Work Interview.

Your absences will be monitored in accordance with the Council's Performance Management Procedure which is available on the Council intranet.

Performance

If persistent short or continuing long term sickness absence which does not improve following a Guidance Meeting, a Performance Meeting will take place and as a result you may be issued with a first or final warning. If your sickness absence level does not improve, further Performance Meetings may take place which could ultimately result in your employment being terminated.

Your manager will monitor your sickness absence record and if you hit one of the triggers for absence (see below) meet with you to review your absence record.

Triggers for Absence

- 3 separate occasions, irrespective of the length of each absence, within a 3 month period, or
- 5 separate occasions, or for a total of 12 days, in any 12 month period, or
- a pattern or manner that causes concern; e.g. repeatedly absent on either side of a weekend/or attending for work then frequently going home due to sickness.

You may be referred to the Occupational Health Service for them to provide advice on how to assist you to attend work regularly or if returning from longer absence.

UNAUTHORISED ABSENCE

If you are absent from work you are required to inform your manager of the reason for your absence and provide any supporting documentation if requested. If you fail to do so within a reasonable time or if your manager considers the reason for your absence is not acceptable then your absence will be considered unauthorised.

Unauthorised absence is unpaid and disciplinary action may be taken against you which may result in dismissal.

SECURITY IDs AND COUNCIL VISITORS

To improve physical security at the Civic Centre, all staff are required to prominently display their ID. Further details are available on the Council's Intranet.

CONFIDENTIALITY

During the time you are working for Harrow Council, as part of your normal duties, you may have access to confidential information that can identify a client, an employee or service user. In addition, you may have access to confidential information in relation to council business e.g financial, planning proposals, etc. This confidential information should not be revealed to any person except in the proper course of your duties.

Confidential information also includes all information, which has been specifically designated as confidential by the council and information, which relates to the commercial and financial activities of the council, the unauthorised disclosure of which would embarrass, harm or prejudice the council.

Information relating to past, current or prospective clients, employees and service users is confidential and should not be discussed or disclosed outside of the work environment, and must be held and processed in accordance with relevant council policies and Data Protection Legislation.

All records, documents other papers considered to be confidential, together with any copies or extracts thereof, made or acquired by you in the course of your employment shall be the property of the council and must be returned to the council on termination of your contract.

You should not, unless authorised by the council or required by your duties under your employment contract, use for your own benefit or gain or divulge to any persons, firm, company or other organisation whatsoever any confidential information belonging to the council or related to its affairs or dealings, which may come to your knowledge during your employment. Even where confidential information enters the public domain via another source, you should refuse to confirm the information if requested to by persons outside the authority and raise the issue with your manager.

You will be guilty of a breach of trust and potentially subject to disciplinary action including dismissal, if personal information relating to clients, service users and third parties is revealed to any person except in the proper course of your duties.

Under Data Protection Legislation and the Freedom of Information Act, members of the public have rights to access certain information. If a request is received the statutory requirements of these acts must be complied with, however, if you are unsure about the status of any information or whether you should respond to a request for it, seek advice from your manager.

DISCLOSURE OF INFORMATION - WHISTLEBLOWING

The Council is committed to the highest possible standards of conduct, openness, honesty and accountability and takes seriously any issues of malpractice or wrongdoing.

All Council and School employees are expected to alert the Council/School of any genuine concerns they have about practices, which could undermine the trust and confidence of the public in the Council/School or its employees.

The Council's Whistleblowing Policy & Procedure sets out in detail how to raise serious concerns and the actions that the Council will take to investigate the situation. The procedure offers protection to employees provided their disclosures are made in good faith to other officers within the Council or other named persons within the procedure.

Concerns should be raised in the first instance with the Monitoring Officer. Where this is not appropriate, for example, if you suspect that the Monitoring Officer is involved in the matter complained of, you should approach the Chief Finance Officer.

If you need to discuss the issue, confidential support is available from your trade union. You can also receive guidance or advice on how to pursue your concerns from HR.

EMPLOYMENT OF RELATIVES/PARTNERS/FRIENDS

This policy provides guidance for employees working with relatives, partners or close friends and sets out procedures to ensure there can be no grounds for suspicion that employment decisions could in any way be influenced by improper motives.

There should not be a line management relationship between relatives, partners or close friends, except in exceptional circumstances. If a line management relationship does exist specific rules are set down concerning authorisation and documentation processes. Where a relationship develops in the working environment, an assessment must be made of the possible implications and consideration given to any action, which may need to be taken.

EMPLOYEE RECORDS AND DATA PROTECTION

Your records are held in accordance with Data Protection Legislation.

You should be aware that the Council will collect, retain and process personal information about you on your personal file, in the recruitment system and in payroll and pensions systems. Information relating to you will be used for workforce monitoring purposes.

The Council regularly produces a detailed workforce profile analysing the nine protected characteristics (i.e. sex, race, disability, age, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civic partnership, religion or belief) by pay bands. The Council also uses this information to monitor Council employment policies and procedures and, in addition, produces ad hoc reports and responses to survey requests from other organisations.

You will not be personally identifiable in these statistics as classification will be by group e.g. by ethnic origin, gender, age, etc.

In addition, data is taken from a number of Council systems for other specific purposes (see section ***national fraud initiative*** below).

You also have the right of 'subject access', under this Act, which means you have a right to find out what information is held about you on computer and paper records in relevant filing systems.

If you wish to view or receive a copy of the personal data held on you, you should do so in writing to Payroll@harrow.gov.uk

From time to time you will be asked to confirm that the personal information held on you by the Council is correct.

If you have any concerns regarding your personal information held by the council please contact the HR Service Centre on 020 8 901 2655.

THE NATIONAL FRAUD INITIATIVE

The council participates in the National Fraud Initiative (NFI) which is led by the Cabinet Office for which participation by local authorities is mandatory as laid out in Paragraph 2 of [Schedule 9 of the Local Audit and Accountability Act 2014](#). The NFI exercise principally helps ensure that fraud is prevented and detected and any subsequent overpayments identified are dealt with appropriately. The NFI has run every two years since 1996 and is firmly established as the United Kingdom's premier public sector fraud detection exercise. The exercise has identified in excess of £1.69 billion of fraud and error overpayments since its inception and some interesting case studies can be read [here](#). It uses advanced data matching techniques to tackle a broad range of fraud risks faced by the public sector such as council tenants with a council property in each of two authorities or a public sector employee on long-term sickness leave from one organisation while working for another. Matches are provided as referrals to participating bodies in a user friendly application to allow prioritisation of matches and dissemination to investigators without compromising data privacy requirements.

Data is taken from a number of the council's systems such as payroll, pensions, housing benefit, housing tenancy, creditors, blue badges, concessionary travel, private care homes, social care personal budgets, council tax and electoral roll and submitted into the exercise. The use of data for NFI purposes continues to be controlled to ensure compliance with data protection and human rights legislation. The Cabinet Office has published a Code of Data Matching Practice following consultation with the Information Commissioner and other stakeholders. The Code can be accessed on the [NFI webpage](#)

INFORMATION GOVERNANCE & SECURITY POLICIES

These policies and associated guidelines will provide assurance to stakeholders, partners, citizens and employees of the Council, that their information is held securely and used appropriately by the Council, whilst complying with legislation and allowing required audits. These policies apply to all users of Harrow Council information or information systems including members, employees, temporary workers, contractors, volunteers and any authorised 3rd parties (except where a 3rd party acceptable use policy is in existence and is covered as part of a data sharing agreement).

The Council is required by law to secure the information trusted to it and reserves the right to monitor the use of its IT Systems to perform this function. Examples of this monitoring are:-

- Detection and prevention of loss of personal data (e.g. customer data)
- Detection and prevention of loss or theft of intellectual or physical business property
- Improving employee productivity and performance

The Council process this information under its legitimate interests and contract processing conditions. Please review the acceptable use policy and information and governance and security policy for further information. Any actual or suspected breaches of these policies affecting the Council's systems or information (electronic or manual based) will be thoroughly investigated. This may constitute misconduct or gross misconduct and will be dealt with under the Council's Discipline procedure.

SMOKING POLICY

Smoke free legislation makes it an offence to smoke in enclosed public premises including the workplace and in work vehicles. It is therefore an offence for anyone to smoke within any Council premises.

The Council is also encouraging people not to smoke outside access points to any Council owned building nor to allow smoke to enter through windows where staff are working.

Employees are allowed to take up to four smoking breaks per day but are required to make up the time spent away from their work.

It is the Council's responsibility to enforce the regulations through Environmental Health. Employees who fail to comply with could receive a fine (by Environmental Health) and/or be subject to disciplinary action (by their manager).

The Council's Occupational Health service can provide advice on where to go to get help in giving up smoking.

BENEFITS

PENSIONS

On commencement of your employment with Harrow Council you will automatically become a member of the Local Government Pension Scheme and will start making contributions to the scheme, unless you opt out. Further information on the Scheme will be sent to you separately.

There is a contracting out certificate in operation in respect of your employment. This means that your pension employment contributions only contribute towards your occupational pension and do not top up any pension you will get from the state pension scheme.

If you are a former employee in receipt of an augmented pension from Harrow Council, you should be aware that your augmented pension will be stopped for the duration of your re-employment.

SICKNESS ABSENCE PAYMENTS

Harrow Council operates a sickness payments scheme for all employees, which runs alongside the Statutory Sick Pay Scheme.

If you are absent from work due to illness you will receive an allowance as follows:-

During 1st year of service	1 month's full pay and (after completing 4 months' service) 2 months' half pay.
During 2nd year of service	2 months' full pay and 2 months' half pay.
During 3rd year of service	4 months' full pay and 4 months' half pay.
During 4th and 5th years	5 months' full pay and 5 months' half pay.
After 5 years' service	6 months' full pay and 6 months' half pay.

If you are in receipt of Statutory Sick Pay, Sickness or Invalidity Benefit, these allowances will be deducted from the Occupational Sick Payments made to you by Harrow Council.

In accordance with Harrow's sickness absence procedure, your employment may be terminated for consistent failure to attend work due to sickness. The decision to dismiss may be made before your entitlement to sick pay expires and on dismissal your entitlement to sick pay would cease.

SUBSCRIPTION TO PROFESSIONAL BODIES

The Council will pay for membership of any professional bodies where that membership is required by the Council.

COUNCIL INSURANCE COVER FOR EMPLOYEES

If you suffer loss or damage, including personal injury, through the Council's negligence, you can claim against the Council for damages. The Council's main insurance covering this is the Employer's Liability Insurance.

The Council is also insured to cover any injury from assault in the course of your duties. The Council covers claims arising from 3rd parties, e.g. clients, relating to loss or damage caused by negligence of employees, including goods held on trust on behalf of clients.

INTEREST FREE SEASON TICKET LOAN

The Council offers financial assistance for the purchase of annual season tickets, subject to certain conditions. The season ticket loan can be used to purchase an annual bus, tube or train ticket for travel between home and work. The interest free loan is paid direct into your bank account and is repaid by deduction from your pay over twelve months.

CAR ALLOWANCES

If your post carries an allowance under the Harrow Car User Scheme you are entitled to a lump sum payment as set out below.

If you claim mileage for Council business, you will be paid at the HMRC rate as detailed below

Lump Sum			
Cubic capacity of car	451 - 999cc	1000 - 1199cc	1200 cc and above
Lump sum per annum	£423	£482	£620
Mileage Rates (HMRC)			
Per mile – first 10,000 miles	45p		
Per mile – after 10.000 mile	25p		

These rates are effective as at 1 January 2013.

Entitlement to the Harrow Car User Lump Sum Allowance is reviewed on a regular basis using the agreed criteria and will take account of whether requirements on posts have changed in the intervening period. Where the requirements have changed and that result in posts meeting the criteria for application of the allowance, the Essential User Car Allowance will be payable. Where the requirement of the job no longer meets the criteria, the car allowance lump sum will be withdrawn.

All employees are entitled to claim mileage payments when they use their cars on Council business. The payment rate applied for all business mileage is the HMRC rate, as reviewed from time to time.

If you are using your own car for Council business, it is your responsibility to ensure that the car used is appropriately insured for business travel including cover in respect of transporting clients, colleagues, equipment, etc where applicable.

CYCLE ALLOWANCE

If your post carries a Car User Allowance, it may be possible for you to travel by bicycle or motorcycle rather than car, depending upon the nature of your duties. If you would prefer not to travel by car, you should discuss the alternatives with your Manager. The allowances payable for using alternative transport are set out below:

Pushbike	£50.00	per quarter
Autocycle/Moped	£93.75	per quarter
Motorbike/Scooter	£128.60	per quarter

ANNUAL LEAVE

You receive a set amount of annual leave depending upon your length of continuous local government service.

If you commence or cease employment with Harrow, part way through a leave year (1 April - 31 March) you will be entitled to annual leave proportionate to your service during the leave year.

Arrangements for when annual leave is to be taken must be mutually agreed with your manager.

Employees can request to “buy” additional annual leave to or “sell” their excess annual leave. This scheme allows employees flexibility when planning their leave. Requests under this scheme require the agreement of the Corporate Director.

Full time employees

You will receive an annual leave entitlement for a complete leave year of 24 days per year (excluding bank holidays)

After five years continuous local government service you will receive 29 days per year (excluding bank holidays).

Part time employees

Your annual leave entitlement will be calculated in hours proportionate to the number of hours you work per week.

EXTENDED CARRY OVER LEAVE SCHEME

Employees wishing to bank annual leave must apply for extended carry over leave. The maximum amount of annual leave that can be banked for extended leave purposes will be 20 days. Managers will consider each case on its merits.

The Council offers employees the facility to carry over up to 10 days (two weeks) annual leave not taken during one leave year to be used in another or “banked” to be taken later.

However, under the Working Time Regulations, from 1st April 2009 employees **MUST** take a minimum of 28 days leave per year (**including Bank Holidays – normally but not always 8 per year**).

This means that you will not be able to carry over any annual leave from one year to the next until you have taken the minimum number of day’s leave required in accordance with the Working Time Regulations.

These entitlements are based on a full time employee working over 5 days.

Entitlement will be given in hours on a pro rata basis for part time workers

ANNUAL LEAVE AND LONG SERVICE

This scheme awards additional annual leave in recognition of long service with the Council as follows:-

Service with Harrow	Additional Annual Leave	Cumulative Total
More than 10 years and up to 15 years	plus 1 day	
More than 15 years and up to 20 years	plus 1 day	plus 2 days
More than 20 years and up to 25 years	plus 1 day	plus 3 days
More than 25 years and up to 30 years	plus 1 day	plus 4 days
More than 30 years and up to 35 years	plus 1 day	plus 5 days
More than 35 years	plus 1 day	plus 6 days

For the purposes of this paragraph service prior to breaks in Harrow service which are solely for the care of a dependant and during which you have not worked elsewhere, will be counted as continuous service.

MATERNITY LEAVE AND PAY

Harrow's maternity scheme operates alongside the Statutory Maternity Pay Scheme.

All pregnant women regardless of length of service are entitled to paid time off for ante-natal care and a minimum of 52 weeks maternity leave commencing no earlier than 11 weeks before the week the baby is due.

Levels of maternity pay are dependent upon earnings and length of continuous local government service.

ADOPTION LEAVE AND PAY

Harrow's Adoption Scheme is based on the principles of the Maternity Scheme and operates alongside the Statutory Adoption Pay Scheme. .You are eligible for adoption leave provided you meet the criteria as laid down in the scheme.

PARENTAL LEAVE

Parents of children under the age of 5 on, or born after 15 December 1999, have the right to take time off work to look after a child (parental leave) until the child is 5 years old.

Both parents can qualify for up to 13 weeks' unpaid parental leave, per child, provided they have one year's continuous employment with the London Borough of Harrow.

Up to 4 weeks parental leave may be taken each year, in blocks of a week. Employees are required to give notice and agree the timing of their parental leave with their manager.

There are slightly different arrangements for adopted children and children with disabilities.

MATERNITY SUPPORT LEAVE / PATERNITY LEAVE

Harrow Council grants up to one week's paid leave (Maternity Support Leave), to the child's father or the partner or nominated carer of an expectant mother at or around the time of the birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide care to the mother around the time of the birth.

Those employees who meet the statutory criteria will be entitled to a second consecutive week's leave (Ordinary Paternity Leave), paid at the statutory rate.

The legislation also allows for the partners of those taking maternity leave or adoption leave to share the maternity or adoption leave and pay if the mother does not take all of their entitlement and they fulfil the relevant criteria to qualify for Additional Paternity Leave and/or Pay.

OTHER LEAVE

The council has the discretion to grant additional leave, in exceptional circumstances, if the employee has no other way of covering their absence. The leave may be paid or unpaid, depending upon the circumstances.

FLEXIBLE WORKING

From April 2009, the statutory right to request flexible working became available to parents and those with parental responsibility for children up to the age of 16, parents of disabled children up to the age of 18 and employees who are carers of adults in need of care.

Harrow Council has extended access to this right to all employees, to open up the opportunity to strike a better balance between working and personal responsibilities.

Employees with 26 weeks continuous service with Harrow can request to vary their contracts so that they can work more flexibly (ie less hours, different hours or from a different location).

Such requests will be given serious consideration and only refused where there is a sound business reason.

Requests made under the legislation will be considered ahead of other requests and the needs of the service will prevail for all requests.

OCCUPATIONAL HEALTH SERVICE

The Occupational Health Service provides a confidential online service for making medical assessment referrals and new starter health assessment referrals, with the majority of assessments conducted over the telephone. Complex cases requiring face-to-face assessment will be carried out at one of their practices either at Baker Street or in Hounslow.

EMPLOYEE ASSISTANCE PROGRAMME

The Council provides an independent advice, information and counselling referral programme, which includes free telephone round-the-clock, confidential access to practical advice and emotional support from fully qualified professionals. This service is available to employees and their spouse/partner and dependent children.

Telephone: 0800 141 2784

PROCEDURE FOR DEALING WITH DRUG/ALCOHOL MISUSE

This procedure emphasises the risks associated with alcohol and drugs; and offers support to employees (including referral for counselling or treatment). Employees can seek help through their GP or one of the specialist agencies. Employees are also encouraged to seek help through the Employee Assistance Programme.

If your manager considers that you are exhibiting symptoms of possible alcohol/drug misuse, he/she will interview you regarding the effects on your job performance. You may be represented by a trade union or work colleague. As a result of the meeting, the following action may be taken:

- Referral to the Government's Fit for Work Service or the Council's Occupational Health Service.
- A review period may be set during which your performance and conduct must improve, if alcohol/drug misuse is not established.

Progress meetings will be held to monitor and review the situation.

LEARNING AND DEVELOPMENT

The Council is committed to achieving Investors in People standards across the council. The Council operates a performance appraisal scheme for all employees. The appraisal meeting is a two way process and it is an opportunity for you and your manager to discuss your performance and also your development needs. The development opportunities are linked to current role, are subject to priority and budget.

All staff are encouraged to learn and develop on a continuous basis. Development opportunities are about improving individual, team and organisational performance.

Learning & Development needs will be met using a blend of methods - with a clear focus on 'on the job', shadowing, guided reading, workshops, qualifications, group learning, cross borough projects etc. Other development opportunities are also available through our partnership with our local college providers

Learning & Development opportunities are listed on the HR intranet including Leadership and Management development programme

TRAVELLING AND SUBSISTENCE

If you are required to attend training courses or seminars, work away from your normal workplace or outside your normal hours of work you can claim for reasonable travelling and subsistence expenses.

For travelling expenses you should use 2nd class rail travel or travel by car where this is cheaper than public transport. You will need to ensure that a minimum of expense is incurred and provide receipts for expenditure incurred.

Reimbursement cannot be claimed for parking incurred at your designated work base

EX-GRATIA PAYMENTS

If you suffer loss or damage to your property whilst engaged on Council duties, you may be eligible to receive an ex-gratia payment of up to £250 subject to agreement by your manager.

REDUNDANCY PAYMENTS

Payments will be based on age and length of service. Details of the scheme are set out in the Managing Organisational Change Policy.

Volunteers for redundancy and early voluntary retirement will be considered prior to compulsory redundancies being applied.

Selection of employees for redundancy will be in accordance with the criteria set out in the Managing Organisational Change Policy.

REDEPLOYMENT

Redeployment is generally considered for three main reasons:

- Avoidance of redundancy
- Sickness or performance
- Medical reasons

In these cases, alternative employment will be sought and suitable vacancies brought to the attention of affected staff who will be interviewed ahead of other candidates. Any training needs in relation to the job will be taken into account. In an avoidance of redundancy or medical redeployment situation, redeployees have the right to a four week trial period in the new job.

RETENTION OF DISABLED EMPLOYEES

The Council is committed to retaining employees who become disabled wherever possible.

RETIREMENT

Retirement	Flexible Retirement	Early Retirement
The Council does not operate a compulsory retirement age.	From age 55 employees can apply to receive immediate payment of LGPS pension benefits whilst continuing to work. Subject to a reduction in hours or grade & employer consent.	From age 55 employees can request their LGPS pension benefits are paid on leaving the Council's employment.

You can obtain the Council's policy on Regulations 18 and 30 from the following links on the intranet (Employment with the Council – Employees Pension). Alternatively, please contact the pensions section on 0208 424 1186.

The Council's full policy can be found at <http://www.harrowpensionfund.org/>.

VOLUNTARY REDUCTION IN HOURS

The aim of this scheme is to avoid compulsory redundancies where possible by enabling employees to volunteer to reduce their contractual working hours and receive a lump sum compensation award. Full details of the scheme are contained within the Managing Organisational Change Policy.

INTERNET POLICY

This policy provides guidance to employees on use of Harrow's internet and e-mail facilities for work purposes and personal use.

Employees' usage of the internet and e-mail will be monitored. Misuse or unreasonable use of internet services, or other conduct in breach of the policy or guidelines, may

constitute misconduct or gross misconduct and will be dealt with under the council's disciplinary procedure.

All employees granted Internet access will be issued with the policy and requested to sign that they have read it.

PERSONAL USE OF COUNCIL FACILITIES

The property of the Council may only be used for work purposes and not for personal benefit. This means that you should not use Council equipment e.g. telephones, photocopiers, fax machines for purposes other than those related to your job.

PAYROLL GIVING

The Council, together with the Charities Trust, operates a scheme which enables employees to donate money to charity direct from their monthly salary payment and gain tax benefits. Further details are available from HR.

HOSPITAL SAVING ASSOCIATION (HSA)

The Hospital Saving Association offers a range of health care benefits to employees of the London Borough of Harrow, at advantageous rates. If you wish to subscribe to the scheme, deductions can be made direct from your pay.

CYCLE TO WORK SCHEME

The Council's Cycle to Work Scheme is available to all Council employees. The scheme allows you to make savings free of tax and NI and runs for 12 months. The first deduction from salary will be made on the first available pay date after your application has been approved by HR. You can choose a cycle or cycle equipment to the value of between £100 and £1,000 inclusive of VAT.

STAFF DISCOUNTS

You can save money on your weekly shopping, household, DIY, electrical purchases, health and beauty products, cinema tickets, holidays, days out and entertainment. New employees will only have access to join after their first pay day.

CHILDCARE VOUCHERS

The Council's Childcare Vouchers scheme is a salary sacrifice scheme which enables employees to take advantage of tax and national insurance benefits by using vouchers to pay for childcare.

How to register:

Visit the Computer share website <http://www.computersharevoucherservices.com>

The Harrow Council scheme number is 0016 907 379

You will need your Payroll and National Insurance numbers.

HARROW CHILDREN'S INFORMATION SERVICE

Harrow's Children's Information Service provides up-to-date details of all childcare provision in Harrow including day nurseries, pre-schools, holiday schemes and up-to-date lists of childminders who have current vacancies. The service also provides information on groups and organisations relevant to childcare via the national website bulletin board.

If you are in need of help or guidance regarding childcare or you have information on a group you can contact the service on **020 8416 8416** between 8.30 and 4.00 pm Monday to Friday. (24hour answer phone at all other times) or email cservice@harrow.gov.uk. Information is also available on the national website www.childcarelink.gov.uk which can be accessed free of charge at Harrow branch libraries. Printed lists of childcare providers (with the exception of childminders) can also be obtained from branch libraries.

CAREER BREAK SCHEME

The Council operates a scheme to encourage employees to continue their employment with the Council.

The career break scheme allows employees to have a break of up to two years for specified reasons and to return to work without incurring a break in service. Applications for this scheme require Corporate Director approval.

JOB SHARE

Job sharing is where two or more employees share the duties and responsibilities of one full-time post. In most cases, general conditions of service applicable to full-time employees will apply to job sharers jointly. All posts should be eligible for job sharing subject to assessment of suitability. All requests will be given reasonable consideration.

CONSULTATION/ NEGOTIATION ARRANGEMENTS

TRADE UNION MEMBERSHIP

The Council believes in the principle of solving employee relations problems by discussion and agreement. The Council recognises a number of trade unions and supports the system of collective bargaining. It is sensible for you to be in membership of an appropriate trade union and you are encouraged to do so.

CORPORATE JOINT COMMITTEE

The Corporate Joint Committee (CJC) is the main forum for negotiation and consultation between management and the Trade Unions on corporate matters. The CJC meets on a quarterly basis with more regular interim meetings to progress items.

The CJC is concerned with all conditions of service implications which affect all employees of the council. These include policies and procedures such as the grievance procedure, the disciplinary procedure, equal opportunities policy. The CJC also discusses issues arising from proposals to change working practices and procedures, training and development.

The current membership of the CJC comprises Officers of the Council, representatives from Unison, GMB, the teachers' and public health trade unions.

In addition, the Chief Executive, Departmental directors, Trade Union Regional Officers are invited to attend on an ad hoc basis:

Issues unresolved at the CJC are referred to the Employees Consultative Forum Sub Group.

DIRECTORATE JOINT COMMITTEE

The Directorate Joint Committee (DJC) is one of the main fora for negotiation and consultation between management and the trade unions on Directorate matters. The DJC meets quarterly and Sub Committees may be established where appropriate.

The DJC considers issues relating to a range of employment matters and service issues relating specifically to the Directorate. The DJC does not consider issues which affect more than one directorate.

The DJC membership comprises Officers of the Directorate, HR representative and teachers' trade unions. In addition, Director(s), Trade Union Branch Secretaries and Regional Trade Union Officials may attend from time to time.

Unresolved issues may be referred by either side to the Employee Consultative Forum.

EMPLOYEES CONSULTATIVE FORUM SUB GROUP

Issues for consideration by the Employees Consultative Forum (ECF) Sub Group can be raised by either management or the trade unions following failure to agree at the CJC or Departmental Joint Committee (DJC).

At the ECF Sub Group, council members can consult trade union representatives on council policies and strategies and, if appropriate, make recommendations to the Cabinet on such issues. The membership of the ECF sub group comprises Councillors and representatives from trade unions.

Decisions of the Sub Group are reached by a majority vote among elected members and are the last stage in the local procedures and in the normal course of events will be implemented immediately unless they form the subject of recommendations to the Cabinet or unless either side decides to refer the dispute to the Joint Secretaries of the Greater London Provincial Council for resolution.

EMPLOYEES CONSULTATIVE FORUM

The Employees Consultative Forum (ECF) decides upon matters relating to Health and Safety, Equalities and the Budget.

The ECF provides a forum for discussion on matters of mutual interest and endeavours to secure the promotion and co-operation between the council and employees in instigating, developing and recommending the carrying out of measures for the health and safety at work of employees.

The ECF will provide for regular consultation between the council and its employees to promote equal opportunities in employment and to review progress in implementing the council's equal opportunities policy.

The membership of the ECF comprises Councillors and representatives from Unison, GMB, teachers' and public health trade unions.

The committee meets four times per year.

CONDITIONS OF EMPLOYMENT

Your pay and conditions of employment are negotiated or determined locally. However, some conditions are in accordance with National agreements as negotiated by the National Joint Council (Soulbury Committee for educational psychologists and JNC for youth workers).

From time to time, following consultation with the appropriate trade union, the council may introduce policies or procedures which have not been agreed with the trade unions.

The council undertakes to ensure that any changes will be notified to you individually or will be entered in the above document or otherwise recorded for you to refer to in the Human Resources and Development office within one month of the change (as required by law).

EQUALITY AND DIVERSITY

EQUAL OPPORTUNITIES AND DIVERSITY

Harrow prides itself in being one of the most ethnically and religiously diverse boroughs in the country with people of many different backgrounds and life experiences living side by side. It is the richness of this diversity, and the positive impact that it has on the borough and our community, that we believe helps make Harrow such a great place to live, work and visit.

The London Borough of Harrow is committed to pro-actively eliminating discrimination, advancing equality of opportunity and fostering community cohesion as a community leader, as a provider and commissioner of services, and as an employer. This is central to achieving our vision for the borough, developed together with partners, the voluntary and community sector (VCS), our staff and elected members, which is 'A Proud, Fair & Cohesive Harrow, a Great Place to Live, Work & Visit'.

In serving a diverse population, the Council aims to ensure that all groups and individuals within the community and the workforce are given the full opportunity to benefit from the services and employment opportunities it provides irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, political beliefs or trade union activities.

As an employee you have a duty to support the Council's Equality of Opportunity policy, ensure this is adhered to. The Council will not tolerate behaviour that is contrary to the spirit of the Equality of Opportunity policy e.g. less favourable treatment or offensive jokes, or display of material of a homophobic, Biphobic, transphobic, racist or sexist nature. As a manager, you have a duty to ensure the policy is promoted within your team and service. A breach of the policy by employees will be treated as a disciplinary offence.

The Council has a strategic equality objective to develop 'An inclusive workforce that feels valued, respected and reflects our community'. As part of this we monitor the diversity of our workforce and encourage all employees to provide their social identity information, in confidence. This workforce data also allows us to improve workplace practice, policy and identify and address any potential discrimination. All information provided will be processed in accordance with the request of the Data Protection Act.

Grievance

The Council expects employees to maintain good relationships with colleagues and members of the public, and is committed to the belief that every employee has the right to be treated fairly and with dignity and respect at work and to work without fear of discrimination, bullying or harassment. We appreciate it may not always be easy for Lesbian, Gay, Bisexual and Transgender (LGBT) staff to be themselves or 'out' at work. We have therefore signed up to Stonewalls Diversity Champions Programme to help make Harrow an inclusive organisation, so LGBT staff can be out at work if they wish to do so.

The Council will not tolerate any form of harassment and the Grievance procedure concentrates on trying to resolve the harassment issue within the workplace initially, particularly where the belief is that the harassment was not intentional. However, the

Discipline Procedure will be invoked and summary dismissal will follow where the harassment is considered to amount to gross misconduct.

HARROW COUNCIL'S EQUALITIES STRUCTURE

In light of the new values, and the behavioural frameworks to embed these, Elected Members, senior management and staff at all levels have a responsibility to ensure they work together towards achieving our equalities vision and objectives.

Policy Team – The strategic lead for equalities sits within the Policy Team in Strategic Commissioning. The Policy Team will continue to provide strategic leadership on the equalities agenda and support the Corporate Equalities Group (CEG) and Directorate Equality Task Groups (DETGs) to deliver their action plans and mainstream equality and diversity in to everything we do.

Corporate Strategic Board –To ensure that Harrow Council is meeting its duty to eliminate discrimination and harassment, advance equality of opportunity and foster good community relationships, CSB will receive an update, with recommendations, at least annually on progress made against the Vision and Equality Objectives.

Corporate Equalities Group (CEG) – the CEG is the Council's strategic group providing senior leadership and strategic direction for developing and implementing excellent diversity, equality and cohesion policy development, practice and service delivery. It is chaired by the Corporate Director of Resources and Commercial and the membership includes the Portfolio Holder for Equalities, chairs of the DETGs, representatives from the unions, Legal, the staff Making a Difference Group (MADG), the policy team and voluntary and community sector organisations (who either represent specific protected characteristics or a more general oversight of the equalities agenda).

Directorate Equality Task Groups (DETGs) – DETGs form a link between the CEG and Directorates and support the CEG in implementing the equalities agenda and mainstreaming equalities within their Directorates. They play a key role in championing equality, diversity and inclusion, promoting good practice on equality and diversity in regard to employment and service delivery. DETGs also play an instrumental role in quality assuring and signing off EqlAs for the directorate

Staff Making a Difference Group (MADG) – the staff MADG plays a key role in representing staff at the CEG, engaging with the Council in the development of staff related policies and procedures and proactively promoting equality and celebrating diversity via an annual programme of diversity events

There are currently no specific employee support groups in place representing Black, Asian and Minority Ethnic (BAME), Disabled or LGBT staff. However, we do have a Staff Making a Difference Group (MADG), which represents the interest of all staff across the Council.

The Council fully supports and appreciates the value added by the Staff MADG which also sits on the Council's Corporate Equalities Group. The Council grants those employees who wish to be a member or attend meetings of their DETGs or Staff MADG, time off with pay to attend (by agreement with their line manager).

Other Harrow Equality and Diversity Initiatives

Diversity Champions -

https://harrowhub.harrow.gov.uk/info/200143/equality_and_diversity/1200/guidance_and_support/4

Allies Programme -

https://harrowhub.harrow.gov.uk/info/200143/equality_and_diversity/1200/guidance_and_support/5

HEALTH AND SAFETY

HEALTH AND SAFETY POLICY

The policy outlines your general responsibilities in terms of health and safety at work and those of the Council as your employer and you should, therefore, read it carefully. (See the Council Intranet site)

Your Departmental and Premises Health and Safety Policy & Code of Practice, which relates to your specific place of work will be issued to you when you commence employment.

FIRST AID

Council premises are equipped with facilities to enable first aid to be given to employees who become ill or injured whilst at work.

At premises where there are qualified first aiders, their locations and how they can be contacted will be clearly displayed on noticeboards.

ACCIDENT REPORTING

If an accident occurs whilst you are carrying out your duties you should ensure that it is reported immediately and an accident / incident report form completed.

You should report any accident or near miss whether or not an injury has been sustained. Sometimes an injury may not be immediately apparent but may cause pain at a later time.

An accident / incident report form can be obtained from your manager and must be completed as soon as possible. If you are injured and unable to complete the form immediately you should ask someone to complete it on your behalf. If you work away from the Civic Centre you must also fill in the accident book.

PHYSICAL OR VERBAL ABUSE

If, during the course of your duties you encounter physical or verbal abuse, threatening behaviour or intentional damage to your personal property - you should report it immediately to your line manager and complete an accident / incident report form.

The form constitutes part of the council's policy / procedure covering "Reporting of Accidents/Incidents and Dangerous Occurrences". Such reports are regularly monitored and working practices reviewed to enable preventive measures to be put in place to ensure your safety and that of colleagues working in similar situations.

FIRE DRILLS AND BOMB DRILLS

Fire drills, Bomb drills and fire alarm tests are held regularly in all council premises.

You should ensure that you are familiar with the evacuation procedure, which should be displayed on noticeboards at your place of work.

When the alarm sounds you should move quickly but calmly from the building via the designated escape route to your assembly point away from the building.

In buildings where there are lifts, these should not be used and employees with disabilities who are unable to use the stairs should make their way to the designated place of refuge where they will be assisted to leave the building.

If you are in any doubt about the fire/bomb procedure you should ask your manager.

PERSONAL INJURY ALLOWANCE SCHEME

This scheme provides for an allowance to be paid, where appropriate, to employees who become incapacitated for work as a result of an injury sustained or disease contracted during the performance of their duties.

DISPLAY SCREEN EQUIPMENT

If you are a designated user you are entitled to an eyesight test under the Health & Safety (Display Screen Equipment) Regulations 1992.

If you think you may need an eye test you should approach your manager who will tell you whether or not you are a designated user and will assess your work station to see if there are any practical problems which could be causing eyesight difficulties e.g. flickering images, glare on the screen, screen position.

RISK ASSESSMENTS

The council has duties under health and safety regulations and others, to carry out risk assessments and to control risks to the health, safety and welfare of its staff and others arising out of its activities. Managers have delegated responsibilities to ensure that risk assessments are completed; to ensure that actions to control risks are prioritised and implemented appropriately to prevent and mitigate adverse effects. The duty to do assessments is specifically (but not exclusively) in relation to:

- Risks related to workplaces
- Risks to health from hazardous substances
- Risks from handling, lifting and moving
- Risks arising from the use of display screen equipment
- Risks related to the provision of work equipment
- Risks arising from fire
- Risks associated with construction including working at height and work with asbestos
- Risks related to working alone
- Risks related to off-site working
- Risks related to stress