

Employee Information Handbook



About the Employee Information Handbook

This Handbook has been designed to help you understand a selection of the key policies and procedures which affect you at work.

You should familiarise yourself with the Handbook and comply with the policies at all times. Any questions you may have with regards to its contents or what you have to do to comply with it should be referred to your line manager.

Further information and all policies, procedures and resources are available on the Orb.

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- **Useful Contacts**

Advice and Counselling Service (Right Management Workplace Wellness)	0800 116 387	
Chaplain	0131 529 3434	chaplain@edinburgh.gov.uk
HR/Payroll Service Centre	0131 469 5555	hrsc@edinburgh.gov.uk
Lothian Pension Fund	0131 529 4638 for pension enquiries 0131 469 3276 for pension payroll	http://www.lpf.org.uk/ pensions@lpf.org.uk
Scottish Public Pensions Agency	01896 893000	SPPA enquiries
Out of Hours Working (Property Security)	0131 529 6791 0131 529 6789 (WC reception)	property.security@edinburgh.gov.uk
Security	0131 529 6791 or 0131 529 4372	
Waverley Court Reception	0131 529 6789 or 0131 529 6790	waverleycourt.reception@edinburgh.gov.uk
Wellbeing	0131 469 3343	wellbeing@edinburgh.gov.uk

Our Values

Our values guide the way we work and embody the ways that any activity should be carried out by the Council.

With integrity central to all that we do, we:



put **Customers First**. We listen. We are responsive, helpful and knowledgeable, delivering best value as a priority. We always treat people with respect.



Work Together to achieve shared goals and provide value for money services.



are **Forward Thinking**. We are proud to work for the City of Edinburgh Council and work to deliver the best possible services to our customers.

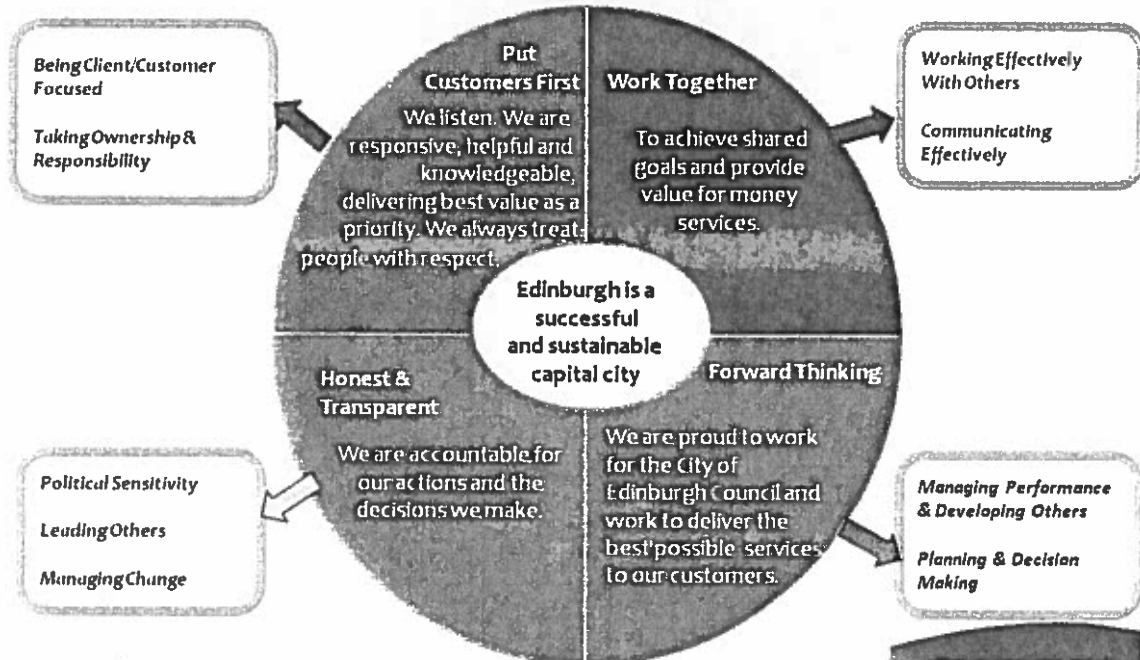


are **Honest and Transparent**. We are accountable for our actions and the decisions we make.

Values and Vision

Bringing our vision, values and competencies together

With Integrity central to all that we do, we:

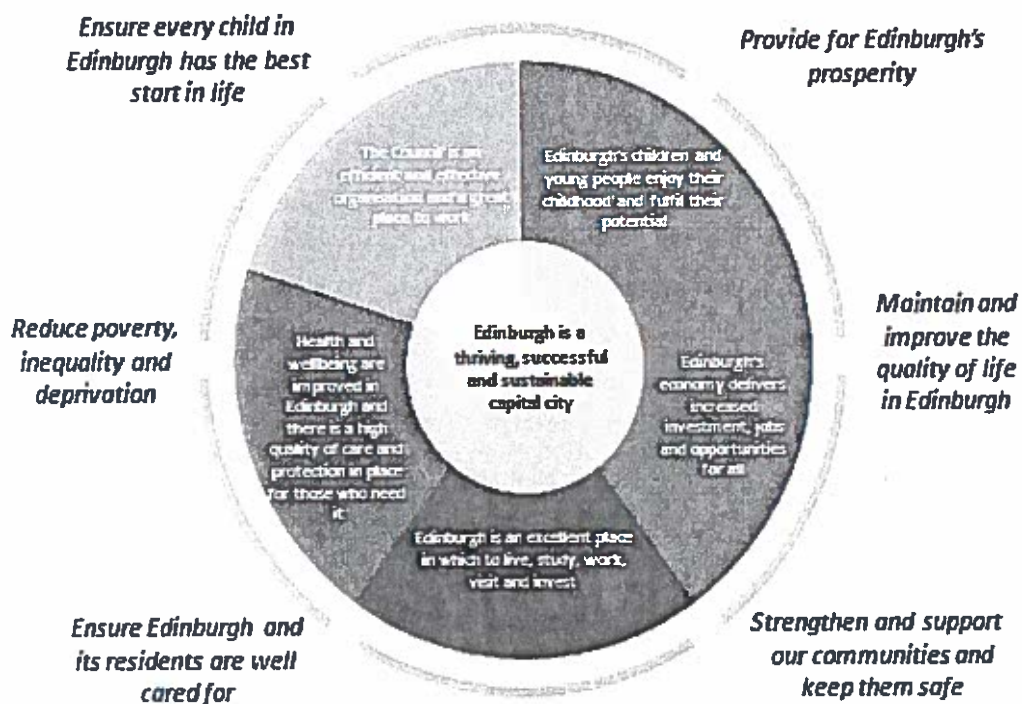


Our Vision

As a Council we must look to deliver better public services that meet the changing needs of our communities. We need to be a modern, responsive, efficient and customer focused organisation.

To help us achieve this, we have developed a vision of the organisation that we need to be. The vision sets out the culture by which we will operate and it will guide all our work with the community and in service delivery.

This vision states what we want to achieve and become.



Our Expectations

What you should expect from the Council

We expect that you will:

- take care of your own health and safety and that of your colleagues, managers, clients and members of the public
- treat all your colleagues, managers, clients and members of the public with dignity and respect
- maintain regular attendance
- perform to satisfactory standards of work and behaviour
- maintain a positive attitude to your job
- support the Council in meeting its objectives
- keep your manager informed to enable him/her to manage effectively
- willingly help, support and guide your manager and colleagues
- observe the Employee Code of Conduct
- comply with all Council policies, procedures and applicable external Codes of Practice
- contribute ideas for improvement

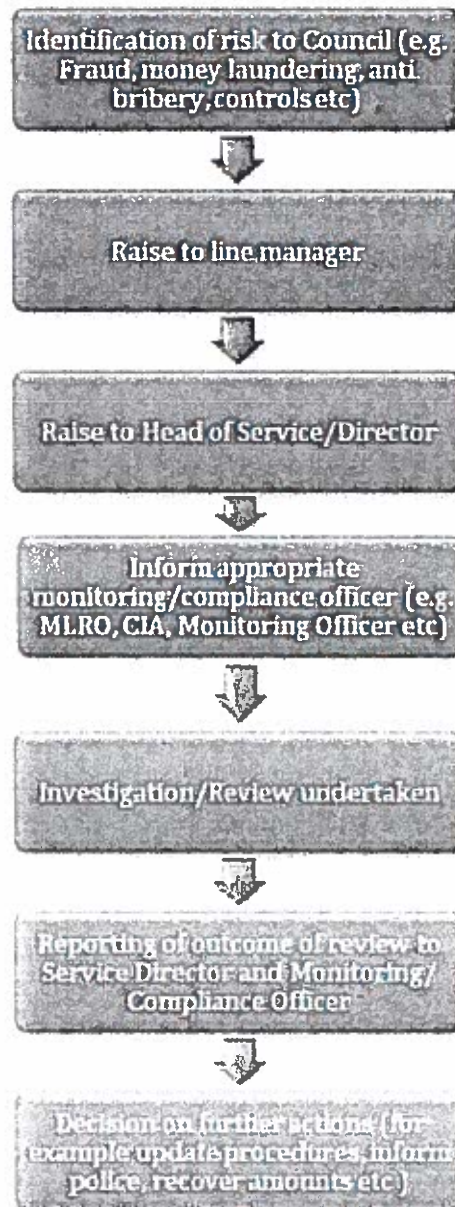
Equally we regard our employees as our greatest asset. As such we recognise that as an employee you may expect to:

- work in a safe and healthy environment
- be treated with dignity and respect
- be informed of your role and tasks
- be set required standards of work and behaviour through policies, procedures and applicable external Codes of Practice
- be appropriately inducted, trained and developed
- be enabled to perform to the best of your ability
- be given effective, timely feedback
- be managed professionally
- have your ideas and opinions valued
- be kept well informed of the council's objectives and plans
- receive the willing help, support and guidance of your managers and colleagues
- have internal promotion actively encouraged
- receive recognition for achievement
- be rewarded fairly and equitably

Escalation Procedure

As part of the Council's risk agenda, the following flowchart has been developed to provide a general overview of how all risks (except whistleblowing) should be escalated across the Council.

This flowchart is indicative only and employees should refer to the policy and/or procedure relevant to the identified risk.



Key Policy Information

ADOPTION LEAVE AND PAY (all employees)

Adoption leave is the leave which can be granted to an employee who adopts a child or to one member of a couple where the couple adopt jointly (the couple must choose who will take adoption leave, the other partner may qualify for adoption support leave).

If both prospective adoptive parents are employed by the Council, the Council will grant reasonable paid leave to **both** prospective adoptive parents to attend assessment visits subject to reasonable notice being given and on production of evidence of the meetings.

An employee who has **26 weeks' continuous service** with the Council prior to the week in which he/she is notified of being matched with a child for adoption will be entitled to -:

- (a) **52 weeks' adoption leave** (i.e. 26 weeks' ordinary adoption leave, followed by up to 26 weeks' additional adoption leave), which can begin from the date of the child's placement or from a fixed date up to 14 days before the expected date of placement.
- (b) **adoption pay at the rate of 14 weeks' normal pay** (offset against payments by way of Statutory Adoption Pay (SAP) where due), followed by 25 weeks' at any remaining SAP entitlement and any further leave to be unpaid.

An employee who has **less than 26 weeks' continuous service** with the Council prior to the week in which he/she is notified of being matched for a child for adoption will be entitled to **52 weeks' adoption leave without pay**.

In order to qualify for leave/paid leave, certain notification, eligibility and certification requirements must be met – please refer to policy on leave for family care for full details

ALCOHOL, DRUGS AND SUBSTANCE MISUSE

The aim of the Council's Policy on Workplace Alcohol, Drugs and Substance Misuse is to provide a positive and constructive approach to dealing with the misuse of alcohol and drugs and their effects in the workplace. This is achieved by encouraging identification of alcohol and drug related problems and offering support to employees through a range of options, whilst ensuring appropriate standards of attendance, conduct and performance are maintained.

An alcohol or drugs problem may be identified by an employee him/herself, by a line manager or other manager, or as a result of a formal conduct, performance management or sickness absence process. If a problem is identified, subsequent action will be taken based on an examination of all the circumstances of the case. Matters will be treated as sensitively and as confidentially as possible.

In all cases, staff with an alcohol or drug problem will be referred to Occupational Health. Where a dependency problem is identified, the employee will be encouraged to seek help, support and assistance which is available from their GP, Occupational Health or other appropriate agencies.

Where a dependency issue is identified but an employee: denies that alcohol or drug misuse is an issue; declines to accept the offer of referral for assessment and/or a programme of treatment; discontinues a programme of treatment before its satisfactory completion; or whose level of work performance continues to be unsatisfactory after treatment will normally be subject to the Council's Managing Work Performance or Disciplinary Procedure.

Employees should not be under the influence of alcohol or drugs at work and should not consume alcohol or drugs at work. Exceptionally, alcohol consumption may be permitted as part of an approved workplace event.

ANTI BRIBERY

Bribery and corruption in any form are unacceptable and will lead to disciplinary action where allegations are substantiated. The Council operates a zero tolerance approach to these matters.

What is bribery?

- Bribery is an inducement or a reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage. It may not always be monetary and may include gifts or hospitality.
- Bribery includes both bribery of another individual or organisation and accepting a bribe from an individual or organisation.
- Bribery is a criminal offence, the maximum penalty for which is 10 years imprisonment and/or unlimited fines.

Employee responsibilities

- The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all employees working for the Council.
- All employees must:
 - Raise concerns about a breach or potential breach of the Anti-Bribery Policy as soon as possible.
 - Seek advice from their line manager before accepting gifts or hospitality.
- Employees must not:
 - Offer or give a payment, gift or hospitality with the expectation that a personal, commercial, regulatory or contractual advantage will be received, or to reward any such advantage already given.
 - Offer or give a payment, gift or hospitality to a government official, agent or representative to facilitate or speed up a procedure.
 - Accept a payment, gift or hospitality from a third party that they know or suspect is offered with the expectation that it will obtain a business advantage for them.
 - Retaliate against, threaten or victimise anyone who has refused to be involved in bribery or corrupt practices, or who has raised concerns under this policy.

Consequences of improper behaviour

- Failure to adhere to the Anti-Bribery Policy may result in disciplinary action being taken, up to and including dismissal.
- In all circumstances where a criminal offence may have been committed, the Council will notify the Police.

Further information can be found in the Anti-Bribery Policy.

ATTENDANCE MANAGEMENT

If an employee is absent from work the employee (or someone acting on their behalf) must telephone their department (usually their line manager) on the first day of absence and provide the following information:

- the reason for absence



- anticipated return to work date
- any work commitments that may need to be rearranged or re-allocated

E-mails or text messages are not accepted as an appropriate method of notification.

For absence of 7 days or less, a self-certificate form must be submitted to the employee's line manager on the day of return to work unless a Fit Note covers the absence from day one.

For absences of 7 days or more a Fit Note which covers the absence must be provided to the manager. Additional medical certificates should be submitted to cover any further absence as necessary.

All sickness absences will be recorded by line managers on the Council's computerised HR system (myPeople) on the first day of absence or as soon as possible thereafter.

A return to work interview will be conducted each time an employee returns to work from a period of sickness absence, even where the absence duration is only one day.

Sickness absence will be considered as problematic and having an adverse impact on performance and service delivery where the following trigger points are reached:

- **Short-term**
 - Three instances of sickness absence within a 12 month rolling period; or
 - Eight days of sickness absence within a 12 month rolling period;
- **Long-term**
 - Four weeks of continuous sickness absence
- **Pattern**
 - Other recurring or recognisable patterns e.g. on a Friday and/or a Monday

If the trigger points are reached, your attendance may be managed in accordance with the formal 3 stage procedure as outlined in the Attendance Management procedure.

BAD WEATHER

- You should make every effort to reach your place of work on time each working day. However, there may be occasions when weather conditions are so severe that you may have to come in late or leave early, or won't be able to attend work.
- If weather conditions mean that you cannot make it into your normal place of work, contact your line manager as soon as possible.
- If you participate in the flexi scheme you should record your actual clocking in and out times, even if these are within core hours. If this creates a shortfall in hours, in excess of the limit allowed by the scheme, these should be made up during the accounting period.
- Where you are concerned about travelling in severe weather, any request to leave early must be authorised by a manager. Managers should accommodate such a request if there is a risk to an employee's safety.
- If you are unable to get to work due to unforeseen closure of your child's school, you will be able to apply for up to one day's paid leave for breakdown of normal care arrangements in order to deal with this emergency and make alternative childcare arrangements. You will not be able to apply if you have already used this entitlement in the last 12 months. It is your responsibility to cover any further time-off needs by using annual, flexi or unpaid leave.

Summary of pay/leave arrangements



- There is no special paid leave provision available as a result of adverse weather conditions.
- Where staff cannot reach their workplace because of severe weather conditions or where staff have been given permission to leave early at their own request, they will be required to make the time up by using flexible work arrangements (such as working from home), annual leave, flexi-leave, TOIL or unpaid leave.
- When a management decision has been taken to send staff home or close a building during periods of severe weather (and there are no alternative buildings available to work at), then normal pay arrangements will apply and staff will not be required to use annual leave, flexi leave, TOIL or unpaid leave.

Further information is available on the [Orb](#).

BEREAVEMENT LEAVE (all employees)

Heads of Department have discretion to grant up to 5 working days paid leave where a family member or close friend of an employee dies. In exercising discretion, Heads of Department will take account of:-

- the circumstances which justify leave to attend the funeral;
- the requirement of an employee to make funeral arrangements and/or deal with financial or legal issues which occur immediately around the time of the death; and/or
- the requirement for an employee to travel over long distances (for travel outside the UK absence may be part paid and part unpaid).

Where there are special circumstances, additional unpaid leave may be granted for longer periods than 5 working days and these cases should be judged on their merits by the Head of Department.

Employees may utilise annual leave and/or flexi leave in place of any unpaid leave granted under the Policy.

Please refer to the [policy on leave for family care](#) for full details

CODE OF CONDUCT (Including Gifts & Hospitality)

The [Employee Code of Conduct](#) sets out the Council's values and describes how we carry out our business and the standards of conduct we expect from our employees.

- **Personal conduct:** You are expected to behave professionally and courteously to colleagues and customers at all times.
- **Alcohol and drugs:** Consumption of alcohol or drugs in the workplace is not normally permitted at any time during normal working hours. An employee who is found to be, or becomes unfit to undertake the contractual duties of their post due to the consumption of alcohol or drugs at any time during the working day, will be sent home for the remainder of that working day.
- **Professional registration requirements:** Failure to meet and maintain externally set registration requirements / standards of conduct applicable to your occupation may result in disciplinary action up to and including dismissal being taken against you.



- **Inappropriate conduct outside of work:** Inappropriate conduct outside of work may result in disciplinary action if it directly impacts on or affects your ability to do your job, or has the potential to damage the reputation of the Council.
- **Criminal charges:** If you are charged by the police or are the subject of any criminal proceedings you must disclose this to your manager as soon as practicable.
- **Council assets, systems & information:** Your use of Council assets (including telephones, intranet/internet and email systems, property, equipment, vehicles, information etc.) must be for a legitimate Council business purpose, and comply with relevant policies and codes.
- **Confidential information:** Some of the information you encounter in the course of your work with the Council may be privileged or confidential in nature. Such information should be held in the strictest confidence and must not be divulged to other parties without authorisation.
- **Conflict of interest:** You must not use your position or any information gained in the course of employment to further your own interests or the interests of others who do not have a legitimate right to benefit under the policies of this Council. Examples of conflicts of interest include (but are not limited to):
 - Where a private interest (financial or otherwise) of you/a family member/a personal contact influences (or can be perceived as influencing) a decision or recommendation you make in the course of your employment;
 - Work / involvement in business outwith the Council, without permission to do so;
 - Accessing information at work which may assist (or be perceived as assisting) you in a private venture;
 - Use of Council systems/contacts to obtain materials for your own use at a preferential price;
 - Conducting a disciplinary investigation in which involves a person you have a personal relationship with.
 - Where you/a family member/a personal contact have an interest with a contractor or potential contractor.
- **Requirement to declare conflicts of interest:** You must declare any actual or potential conflicts of interest.
- **Personal relationships:** You should not be involved in appointments or decisions relating to discipline, grievance, promotion or grading, or payment of additional expenses /overtime where you are related to an applicant or employee, or have a close personal relationship outside work with him or her.
- **Benefiting from a will or bequest:** If you are named or become aware that you are likely to be named as a beneficiary in the will of a service user, you must declare this to your manager as soon as you become aware of this.
- **Media contact:** Contact from the media should, in the first instance, be referred to the communications service.
- **Social media (Facebook, Twitter, YouTube etc.):** You must not publish any comments or information that may undermine public confidence in the Council, or act in any way that may bring the Council into disrepute.
- **Employees as constituents:** You should ensure that any participation in local democratic debate as a citizen is carried out in your own time and that your participation does not impact on or conflict with the role you do with the Council. In particular, in your capacity as an employee, you should not criticise the Council through any form of media or in any other context likely to cause harm to the Council's reputation.
- **Councillors:** Mutual respect between Councillors and employees is essential; however, close personal familiarity should be avoided. Employees must serve all Councillors and not only those of the current administration. Advice must be provided impartially and employees must not allow their personal or political opinions to influence or interference with their work.
- **Politically restricted posts:** Certain posts are "politically restricted" which means that individuals who hold them are prevented from having any active political role either inside or outside the workplace.
- **Secondary employment:** Secondary employment includes: secondary employment within the Council itself, engaging in work on a voluntary, fee-paying or recognition-in-kind basis,

self-employment, or engaging in any other business activity. If your salary grade is Grade 7 or below, then you must notify your manager of any secondary employment that you undertake or intend to undertake. If your salary grade is Grade 8 or above, you are not permitted to undertake other employment without the written approval of your Director.

If you have any doubts about anything you can/cannot do under the Employee Code of Conduct, you should seek the advice of your line manager.

Consequences of improper conduct

- If you believe that your own or another employee's behaviour contravenes the Employee Code of Conduct and related policies, it is vital that you raise the issue with your manager or another appropriate person.
- Failure to follow the code may result in disciplinary action being taken against you, up to and including dismissal.

COMMUNICATIONS

Communication is vital and ensures that the right information gets to the right people at the right time. There are a number of communication channels available to you and it is your responsibility to access information on a regular basis, keeping knowledge of key issues up to date and current. Communication channels include:

- The Orb – our intranet which has service and project information as well as news items.
- Magnet – a monthly online and bi-monthly printed magazine.
- Chief Executive's Update – a monthly message from the Chief Executive which is emailed to staff and published on the Orb.
- Service area newsletters – some services publish their own newsletters with service specific news (eg. Direct in Corporate Governance and Homecare aimed at staff working in Homecare).
- Email – emails about particular issues or topics are issued regularly.
- Connect – a monthly online newsletter for managers.

CONFIDENTIAL INFORMATION

Any information which relates to the Council's business, its clients, customers, products, affairs and finances is confidential. During your employment with the Council or at any time after termination of your employment you should not use, copy or disclose confidential information to any other person, company or organisation except in the proper course of your duties or where authorised by the Council.

COUNCIL PROPERTY

Your use of Council premises and property (including telephones, intranet/internet and email systems, property, equipment, vehicles, information etc.) must be for a legitimate Council business purpose, and comply with relevant policies and codes.



In particular, you are required to take all reasonable steps to take care of and protect the Council's premises and property and to avoid its misuse, damage, defacement, wastage or unauthorised removal. Failure to do so may result in disciplinary action being taken against you, up to and including dismissal.

DATA PROTECTION

Data Protection Act 1998

The Council uses personal information about service users, customers and staff on a daily basis for operational purposes. Without access to this information the Council would not be able to provide the high level of service we aim to deliver.

The Data Protection Act 1998 (DPA 1998) requires that the Council gather, use, keep safe and secure, store and destroy the personal information it uses in certain ways. For the purposes of DPA 1998 all actions involving personal information is known as processing. DPA 1998 provides a framework that permits the Council to use personal information for staff and operational purposes while maintaining the right and freedoms of individuals contained in the legislation.

The Data Protection Team is part of the Records and Information Management Unit and can be contacted for advice and guidance on issues relating to the handling of personal information.

Protecting Personal Information

The Council must protect personal information from loss, damage and unauthorised disclosure. We generally do this very well but despite our best efforts, mistakes can happen and personal information can be lost, stolen, damaged or accidentally disclosed. When incidents like this occur these are classified as information breaches. Examples include personal information disclosed in error (i.e. a letter sent to the wrong person); lost or stolen paperwork or hardware (such as laptops or portable devices); technical security failing (including hacking); damaged or destroyed by fire, flood or other means; or non-secure disposal of paper records or electronic equipment.

If an information breach occurs, the Council must respond quickly to assess and minimise the potential impact of any breach. Failure to do so could damage the Council's reputation and ability to provide services, as well as exposing the Council, its staff and customers to risks, including fraud, identity theft and distress. If the breach is serious the Council can be fined up to £500,000 by the Information Commissioner for each breach and face legal action from individuals who have suffered loss, damage or distress because of the breach.

If you are involved in an incident that involves the loss, damage or unauthorised disclosure of personal information or if you become aware of a breach, please let the Council's Data Protection Team and Information Security Team know as soon as possible.

The Council's Data Protection Team and Information Security Team will investigate and assess the breach, and will advise on any further actions that are required.

Protecting Personal Information - Dos and Don'ts

- **DO** take care of paper records and carry them in a secure bag or case at all times.
- **DO** secure all personal information when you are away from your desk.
- **DO** use an encrypted device to store personal information. Only use a laptop, mobile phone or memory stick supplied by the Council. You are not permitted take electronic personal information off-site in any other way.

- **DO** only take the information you need off-site and maintain a log of who removed what information and when. Also log when the information is returned.
- **DO** a risk assessment taking information off-site and take all reasonable precautions to reduce the risk of losing personal information. If the risk appears to be very high seek guidance from the Data Protection and Information Security Team.
- **DO** store personal information in a secure bag or case in the boot of your car but do not leave the information in the car overnight.
- **DO** keep personal information in a secure place at home where it cannot be viewed by other people.
- **DO** let us know if you think there has been a breach - we have procedures in place to manage this situation.
- **DO** complete the Information Breach Incident Form.
- **DO** make sure you keep paper records, laptops other devices safe and secure when travelling on public transport.
- **DON'T** read records containing personal information where they could be seen by other people.
- **DON'T** discuss personal information with colleagues in a public place e.g. on trains, in cafes, etc.
- **DON'T** disclose personal information to family or friends.
- **DON'T** panic! There are procedures in place to deal with a data loss.

Further information is available on the [Orb](#).

DISCIPLINARY CODE & PROCEDURE

All Council employees are required to adhere to and maintain the professional and reasonable standards of conduct expected of them at work. The [Disciplinary Code](#) applies to all employees and outlines examples of misconduct and gross misconduct which are unacceptable to the Council.

The standards of conduct the Council requires from its employees are also set out in the [Employee Code of Conduct](#).

Misconduct is behaviour that is unacceptable at work. It can also include unacceptable behaviour outside of work if it impacts on your contract of employment.

Gross misconduct is behaviour and or conduct that is so serious that your employment with the Council will normally be brought to an end without notice or pay in lieu of notice. Gross misconduct can occur outwith the workplace.

The Disciplinary Procedure must be used when a manager has identified a misconduct issue that has not been resolved through normal day to day supervision arrangements, or where more serious allegations arise. The disciplinary procedure applies to all employees except the Chief Executive, Chief Officers and teaching staff.

Before deciding to progress a misconduct or behaviour issue to the formal stages of the procedure, informal resolution may be used to improve behaviour and/or conduct.

Informal resolution must only be used to rectify minor misconduct issues.

Where more serious or repeated misconduct occurs, the issue must be dealt with using the formal stages of the procedure.

The formal stages of the procedure are:



- **Investigation**
- **Hearing**

At all formal stages of the procedure an employee has the right to be represented by:

- an accredited workplace trade union representative;
- another Council employee; or
- an official employed by a trade union.

Employees have a right of appeal against formal disciplinary action. Employees are required to lodge an appeal within seven calendar days of receipt of the disciplinary outcome letter.

The Disciplinary Procedure for Teaching Staff is to be used when a misconduct issue has been identified for a member of teaching staff.

All problems involving minor misconduct and/or poor performance of teachers should be dealt with, at least in the early stages, through the use of informal advice, guidance and/or counselling.

Teachers have a right of appeal against formal disciplinary action. Teachers must lodge an appeal within 10 days of confirmation of a warning or within 10 days of the date of dismissal.

When a misconduct issue has been identified for a Chief Officer the Disciplinary Procedure for Heads of Department should be used.

EQUALITY AND DIVERSITY IN EMPLOYMENT

The Council is an equal opportunities employer and values the different perspectives and skills that a diverse workforce brings to the Council.

The Council will ensure that no job applicant or employee receives less favourable treatment particularly on the grounds of his or her age, sex, race, nationality, disability status, ethnic origin, gender identity, marital status, sexual orientation, religion or similar belief, working pattern, employment status, caring responsibilities, political belief or trade union membership.

The Council's Equality and Diversity in Employment Policy applies to all Council employees and prospective employees. The main aims of the policy are -

- to meet the requirements of existing and forthcoming legislation related to equal opportunities in employment;
- to eliminate unfair or unlawful discrimination in employment within in the Council;
- to support the Council's aspiration of mainstreaming equality and diversity within employment; and,
- to develop and maintain positive measures at all stages of employment so that members of underrepresented groups can gain equitable access to opportunities for employment, professional development and promotion.

Individual employees of the Council at all levels have responsibility to assist in implementing equal opportunity and supporting diversity in employment. In particular, employees:

- must not discriminate against any person or group when at work;
- must not behave in any way which colleagues may find offensive;
- must not induce, or attempt to induce other employees, management or trade unions to practice discrimination;

- should make it known if they believe that they or a colleague, are experiencing discrimination, harassment or bullying by following the Council's Fair Treatment at Work Policy;
- must not victimise any individuals who have made complaints or who have provided information about discrimination or harassment; and,
- must ensure that they take no action in their dealings with members of the public which could be held to be discriminatory in terms of this policy.

Further information is available in the Equality and Diversity in Employment Policy and related documents.

FAIR TREATMENT AT WORK

The Fair Treatment at Work policy aims to address unfair treatment of employees by other employees and by service users and develop an anti-discriminatory culture. In addition it provides a framework for employees to raise associated concerns and have these concerns addressed speedily, using established Council procedures where necessary.

Behaviour acceptable to one person might cause offence or distress to another. However, employees must retain a sense of proportion in identifying behaviour which is perceived as causing offence or distress, rather than mere annoyance.

Examples of behaviour which, if they occur in the course of employment, are not consistent with fair and dignified treatment of employees might include:

- subjecting others to unwanted or inappropriate physical contact or personal attention;
- acting in an intimidating, threatening or bullying manner;
- damaging others' property;
- making offensive or abusive comments / jokes in discussions, phone calls, letters, posters, e-mail messages etc;
- discriminating against others on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation;
- displaying or distributing offensive pictures, images or written material (including calendars and display screen images).

The early resolution of concerns raised by employees is a key aim of the Fair Treatment at Work policy, particularly to prevent problems becoming more serious. Under the first phase of the policy, the employee should raise his/her concern directly with the person whose behaviour is believed to be inappropriate, clearly identifying what is considered to be inappropriate and what action the other employee(s) need to take to resolve issues.

Where the informal approach outlined above either does not resolve the employee's concerns or is not practicable, the employee should normally raise their concerns formally with the appropriate line manager. The line manager will inform any person(s) that a complaint has been received regarding their behaviour and the general nature of the complaint and undertake an assessment of the circumstances with the aim of deciding on the most appropriate course of action.

At the conclusion of the assessment, the line manager may:

- Determine that the concerns are unfounded;
- Attempt to find a joint resolution between the parties by facilitating discussion and trying to restore / develop amicable and co-operative working relationships;



- Instruct a disciplinary investigation;
- Take other appropriate action in seeking a resolution to the concerns raised.

Where, following the line manager's actions, an employee considers that his/her concerns have not been resolved and the inappropriate behaviour has not ended, then the employee will have access to the Council's grievance procedures. The redress sought via the grievance procedure is appropriate intervention to ensure that alleged inappropriate behaviour ceases and is not repeated.

FAMILY CARE LEAVE

Employees may, from time to time, require time-off work in other circumstances to provide family care or to make alternative care arrangements. Heads of Department must determine the extent of paid/unpaid leave which can be granted in such cases, subject to the specified maximums.

Foster Carer's Leave

An employee who is -:

- a **prospective Foster Carer** may be granted up to a maximum of 3 working days paid leave to cover the preparation and assessment process to be registered as a Foster Carer. Leave is subject to reasonable notice being given and the production of evidence of meetings/appointments
- an **accepted Foster Carer** may be granted up to 1 working day's paid leave and up to 4 working days unpaid leave in any 12 month period to enable him/her to attend urgent meetings convened in respect of the placement of a child. Additional unpaid leave to care for a placed child may be granted at the discretion of the Head of Department.

Leave for Planned Health Care of a Young Child

A parent who is required, in the first 5 years of the child's life, to accompany the child to post-natal childcare clinic(s); to visit a medical practitioner for the purposes of preventative medicine (eg inoculations etc.); or to developmental check-ups, may be granted -:

- up to 5 working days paid leave in the 5-year period; and
- up to 5 working days unpaid leave in the 5-year period.

Eligibility will be subject to the other parent being at work at the time of the leave or unavailable to attend the clinic/medical practitioners with the child. The Head of Department will be entitled to take into account the needs of the service and require the production of evidence of appointments.

Leave for Dependants

Employees have a **statutory right** to take reasonable unpaid leave from work to deal with certain unexpected emergencies or to make arrangements for the provision of care for a dependant. In these circumstances employees may be granted:-

- up to 5 working days paid leave in any 12-month period in the first instance; and
- reasonable unpaid leave.

Extended Unpaid Leave for Serious Illness of a Dependant



In the case of serious illness of a dependant where the employee has exhausted his/her entitlement to leave for dependents, revised working arrangements and/or unpaid leave up to a total period of 1 year may be granted. Up to 2 periods of extended unpaid leave under this provision will be granted to an employee providing that there is at least 3 years service between the first and second period of leave. Normally only 2 blocks of leave will be granted under this provision irrespective of whether each period of leave is for less than 1 year.

Breakdown of Normal Care Arrangements and for Incidents involving a Child at School

Up to 1 working day's paid leave in any 12-month period and reasonable unpaid leave may be granted to enable an employee to make alternative arrangements for a child/dependent care or to respond to an unexpected incident involving a child during school hours.

In order to qualify for leave/paid leave, certain notification, eligibility and certification requirements must be met – please refer to the policy on leave for family care for full details

FIRE PROCEDURES

All Council operated premises have written evacuation procedures in the case of fire or other emergencies. The arrangements at each site may be slightly different, therefore, it is important that everyone (including visitors and contractors) are familiar with the evacuation procedures at their own location and other buildings you visit.

Please ensure that you know what the alarm sounds like and a number of safe ways to get out of the building to the assembly point.

If you feel that you would need any help in an emergency then tell your Line Manager who will arrange help for you.

Staff should be aware that the Council's arrangements for dealing with Bomb Threats and other emergencies may differ from the arrangements designed to deal purely with fire.

Further information is available on the [Orb](#).

FIRST AID

Most Council buildings have specially trained First Aiders who can respond quickly to any situations involving accidental injury or sickness.

The role of a first aider is to assess whether the employee requires immediate first aid treatment, a referral for medical advice or, in emergency situations, transfer to hospital by ambulance.

You must ensure that you know who the First Aiders are in your work area, how to contact them and the location of the first aid equipment.

You must not give first aid to others unless you are qualified to do so. In the event of a colleague becoming ill at work, contact a First Aider.

In an emergency, contact 999 and ask for an ambulance to attend providing instructions of the location of the incident/emergency to the operator.

FRAUD



The aim of the Policy on Fraud Prevention is to uphold the highest standard of conduct and ethics in all areas of the Council's work. As a large, multi-service provider employing many staff, the Council is aware that opportunities exist for fraudulent activity to take place, whether large or small scale.

Fraud is defined as the use of deception with the intention of obtaining personal gain, helping someone else to gain, avoiding an obligation or causing loss to another party.

The Council expects elected members, staff, suppliers and contractors to lead by example in combating fraud and to adhere to a culture of zero tolerance to fraud if it is detected.

Employees are expected to be alert to the possibility that fraud may exist in the workplace and to share any concerns with management. If employees feel unable to speak to their manager or service Director for any reason, they must refer the matter to the Chief Internal Auditor, or the Director of Corporate Governance (Monitoring Officer) or the Chief Executive or by using another reporting method, for example, the Council's Whistleblowing Policy.

The action taken by the Council will depend on the nature of the concern but may include an internal investigation; referral to the police or external auditor or an independent inquiry.

The Council accepts that staff who report alleged fraud need to be assured that the matter has been properly addressed and, subject to legal constraints, will endeavour to provide them with information about the outcomes of any investigation.

GRIEVANCE

The Council recognises the importance of creating a working environment in which all employees feel confident about raising matters of concern relating to their employment. The Grievance Procedure provides a mechanism for raising concerns with a view to resolving them, whenever possible, through discussion and agreement and as speedily as possible.

There are 3 Stages to the formal procedure.

Where an employee has concerns relating to his/her employment, Stage 1 of the procedure is for there to be informal discussions between the employee and his/her immediate manager, with a view to resolving the matter. Within 5 working days of these discussions, the manager should inform the employee of the action, if any, he/she intends to take in response to the issue raised.

If, following these discussions, the employee remains dissatisfied, the matter may be lodged in writing as a formal written grievance.

At Stage 2 of the procedure, the employee shall submit the details of his/her grievance in writing, along with any supporting documentation, to his/her line manager. The appropriate form to be used is in the Toolkit. Following receipt, the line manager will arrange a Stage 2 meeting to consider the grievance. After the grievance meeting, a decision shall be sent to the employee within 10 working days. Where further information is required, the manager may adjourn the meeting and start an investigation. When the investigation is finished the manager will make a decision about the grievance.

If, after being notified of the outcome of the decision made at Stage 2, the employee remains dissatisfied, the employee may appeal to the Head of Legal, Risk and Compliance within 10 working days. The Grievance Procedure and Toolkit sets out a checklist of information which must be contained in a Stage 3 appeal. New issues cannot be added at Stage 3 and an appeal may only be submitted where:

- the grievance procedure followed was not a fair process and/or was not followed correctly;
- additional evidence was not considered;
- evidence was considered but misinterpreted; or
- the conclusion reached was incorrect given the evidence presented.

A copy of the appeal letter must also be sent to the service Director. An employee's appeal will then be considered by the Personnel Appeals Committee. The decision shall be confirmed to the employee within 10 working days of the meeting.

The time limits within the procedure may be varied by agreement.

HARASSMENT AT WORK

The Council views all forms of harassment of employees as unacceptable. Harassment of employees is recognised as a serious offence which may cause fear, stress and anxiety and be detrimental to your health, safety and well-being.

Working for the Council should be an enjoyable and rewarding experience. However, from time to time you may feel the need to raise an issue within the workplace.

There may be an occasion when you wish to raise concerns regarding your employment terms or working practices, or problems relating to your employment which could include bullying, harassment or allegations of malpractice.

Firstly, speak with your line manager and let them know what the issue is.

If the issue relates to the behaviour of a colleague, it may be productive to try to solve this informally. If this is not possible, then you should refer to the Fair Treatment at Work policy. If the issue relates to your contract, then you should refer to the policy for hearing employee grievances. Please note that there is a separate Grievance procedure for Teachers.

In addition to the formal policies mentioned above, you may also wish to speak to a counselling service or a Trade Union to get advice or personal support.

Help is available for you whether you are experiencing problems either at work or outside work.

- Confidential telephone counselling/advice helpline - call 0800 1116 387
- Chaplain - call 0131 529 3434

ICT ACCEPTABLE USE

To manage the risks and protect the Council and its employees, the ICT Policy outlines the standards of conduct that are required of Council employees when using all electronic communications and systems.

Any information created or held on Council ICT systems will be considered to be owned by the Council.

You should not send/upload/post information on-line which:

- damages the Council's reputation or undermines public confidence in the Council;



- supports Political activity (other than any required in your role);
- includes any libellous or defamatory material about any individual, firm, body or organisation; or
- harasses, bullies or stalks another person.

You should not use personal electronic equipment and technology for work unless you have permission from your manager.

You are expected to comply with the standards of conduct and behaviour in ICT policy, the Employee Code of Conduct and the Disciplinary Code when making any electronic comment on the internet whether on a personal basis or not.

You must not use social media, the internet, intranet, media, or social media sites to make complaints about your employment.

You must make sure that any data stored and/or processed using Council ICT systems complies with the laws on data protection and copyright, is shared only with the intended recipient(s) and only when permission has been given or the information is already widely in the public domain.

Guidance on Do's and Don'ts when using Council ICT Systems is available on the [Orb](#).

INTELLECTUAL PROPERTY AND COPYRIGHT

If you create any materials, invention, work or intellectual property (such as copyrights, patents or trademarks) during the course of your employment with the Council, these will belong to the Council both during your employment and upon termination of your employment. You are deemed to have waived all rights in relation to the above in favour of the Council.

Intellectual property rights means any patents, rights to inventions, copyright and related rights, trademarks, trade names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to preserve the confidentiality of information (including know-how and trade secrets) and any other intellectual property rights (registered or unregistered).

Inventions mean any inventions, ideas and improvements.

LEAVING THE COUNCIL

If you decide to leave the council, you must submit your resignation to your line manager in writing.

You will be expected to work your notice period unless your manager agrees otherwise. Your notice period will be stated in your Statement of Particulars.

After you have submitted your resignation letter to your manager, you will receive a letter from the HR Service Centre confirming your end date. You will then receive your P45 by post once your final payment has been processed.

You will be paid for any annual leave you have outstanding when you finish. If you leave part way through the year, you may have taken more holidays than you are entitled to in that time. If so, a deduction may be taken from your final salary payment.

An exit questionnaire will be issued by HR and an exit interview is available within your service area. Let your manager know during your notice period if you would like to have an exit interview.

Please ensure that you return all items of Council property before your last day with us and arrange for any repayments to be made if you owe the Council any money, for example for training or relocation expenses, travel loan or bike to work scheme. Please also ensure that your manager is fully briefed on any outstanding work you are leaving and if appropriate, where to find all your files.

MANAGING WORK PERFORMANCE (all employees except Chief Officers and teaching staff)

The Council is committed to continually improving employees' performance at work. It has a responsibility to set realistic and measurable standards of performance for staff and to support staff in achieving these standards. The Council has implemented a Managing Work Performance Procedure to provide line managers with a structured approach for effectively managing work performance in a fair, equitable and consistent manner and ensure that improvements are sustained.

Performance issues relating to Chief Officers will be managed by the Chief Executive. Guidance for managing teachers' performance issues is contained in the Handbook of Conditions of Service published by the Scottish Negotiating Committee for Teachers.

The objectives of this procedure are to enable line managers to:

- ensure employees are performing the duties of their post effectively and to the required standard;
- deal in a fair and consistent manner with those employees who fail to achieve these standards;
- understand and adhere to their responsibility for resolving work performance issues;
- ensure that work performance issues are dealt with effectively within agreed time periods and with clear outcomes at all stages; and
- support employees with work performance issues, while recognising that, where there is no sustained level of improved work performance, there may be implications for continued employment.

Performance will be managed informally in the first instance and, if performance does not improve, a formal staged procedure will commence as outlined in the procedure.

MATERNITY/ADOPTION SUPPORT LEAVE

The following types of leave may be available to employees in certain circumstances subject to certain qualifying conditions:

- Leave to accompany expectant mother to ante-natal appointments
- Leave to both prospective adoptive parents to attend meetings prior to adoption
- Leave to care for a child or support the mother or adopter at/around the time of birth or adoption placement

Unpaid Parental Leave – (all employees with 1 year's continuous service with the Council)

- Leave to care for a child – unpaid leave up to 13 weeks (must be taken before child is 5 years old)
- Leave must be taken in blocks of a minimum of 1 week – a maximum of 4 weeks can be taken in any 1 year

In order to qualify for leave/paid leave, certain notification, eligibility and certification requirements must be met – please refer to policy on leave for family care for full details



MATERNITY LEAVE AND PAY

Maternity Leave and Pay (all employees except teaching staff)

An employee who has **26 weeks' continuous service** with the Council at the beginning of the 15th week before the Expected Week of Childbirth (EWC) will be entitled to -:

- **up to 63 weeks maternity leave** commencing no earlier than the 11th week before EWC and continuing no longer than 52 weeks from the week of childbirth
- **maternity pay at the rate of 14 weeks normal pay** (offset against payments by way of Statutory Maternity Pay (SMP) where due), followed by 25 weeks at the any remaining SMP entitlement and any further leave to be unpaid.

Notes:

- The maternity payments above will be made on the understanding that the employee returns to Council employment for a period of at least 3 months. An employee who does not return to work for the required period will refund to the Council, at its discretion, the equivalent of 6 weeks' maternity pay issued at normal pay less any SMP paid as part of the 6 weeks' pay.
- Where an employee does not intend to return to work, the maternity pay above will be restricted to 8 weeks normal pay plus any entitlement to SMP.

An employee who has **less than 26 weeks' continuous service** with the Council at the beginning of the 15th week before the Expected Week of Childbirth (EWC) will be entitled to **52 weeks ordinary maternity leave** and any SMP or Maternity Allowance (MA) due.

Maternity Leave and Pay (teaching staff)

All Teachers are entitled to 52 weeks of Maternity Leave (ML) regardless of length of service. The 52 weeks comprises 26 weeks' Ordinary Maternity Leave and 26 weeks' Additional Maternity Leave.

A Teacher with **26 weeks' continuous service** at the beginning of the 11th week before the Expected Week of Childbirth (EWC) will be entitled to -:

- (a) the first 13 weeks of Maternity Leave an amount equal to the Teacher's normal salary (offset against payments by way of SMP), and
- (b) SMP for the remaining 26 week period, provided the employee's average weekly earnings are not less than the lower earnings limit for National Insurance contribution liability

A Teacher with **less than 26 weeks' continuous local authority service** at the beginning of the 11th week before the Expected Week of Childbirth (EWC) will have **no entitlement to maternity pay**. She may, however, be entitled to Maternity Allowance (MA) through the Department of Work and Pensions.

Ante-Natal Care

A pregnant employee has the right to reasonable paid time off to attend for ante-natal care but must produce evidence of appointments if required to do so by her Department.

In order to qualify for leave/paid leave, certain notification, eligibility and certification requirements must be met – please refer to policy on leave for family care for full details

MEMBER/OFFICER RELATIONS

Both Councillors and Officers serve the public but have separate responsibilities. Councillors are responsible to the electorate and employees are responsible to the Council as his or her employer.

The role of all Officers in discharging their duties is to:

- implement and/or act in accordance with the policies of the Council;
- implement the decisions of Council, committees and sub-committees;
- inform Members of any decision that they cannot fully implement;
- behave in a professional manner;
- serve all Members, not just those of the Administration group(s);
- deal with Member enquiries efficiently;
- strive continually to comply with the Council's policies, performance management and scrutiny processes;
- ensure good governance is followed and risk taken fully account of, and
- support Members in their role.

Close personal familiarity between employees and Councillors may become a conflict of interest and should be avoided.

If an employee is required to advise political groups he or she must do so impartially in order not to compromise political neutrality.

Employees' personal or political opinions must not influence or interfere with their work.

Further guidance can be found in the Council's Member / Officer Relations Protocol.

PENSIONS

Local Government Pension Scheme

The Lothian Pension Fund operates the Scheme for Council employees. This Scheme is open to all employees (except teachers). If an employee is employed on a short-term contract of less than three months, or on a supply or casual basis they will not automatically become a member - however, they can ask to join.

Forms and more information about the scheme can be found at Lothian Pension Fund (<http://www.lpf.org.uk/>).

Teachers



The Scottish Teachers Superannuation Scheme is administered by the **Scottish Public Pensions Agency (SPPA)**. This scheme is available to teachers. More information can be found at SPPA.

Joining the Pension scheme

Joining the pension scheme is very simple; if you are eligible to join the pension scheme then you are included automatically. You can 'opt out' if you do not wish to join. To do this, contact the relevant pension scheme - Lothian Pension Fund or Scottish Teachers Superannuation Scheme

PERFORMANCE REVIEW & DEVELOPMENT (PRD)

The council has a PRD system which is used to assess individual performance in terms of both objectives and competencies.

PRD is a system designed to ensure that:

- You know and understand what is expected of you – in terms of deliverables and behaviours
- You have the skills and ability to deliver on these expectations
- You are supported by the organisation to develop the capacity to meet these expectations and are given feedback on performance
- You have the opportunity to discuss contributions to individual, team and corporate aims and objectives

The PRD cycle runs from April to March every year and performance is linked to pay. Each year, 3-6 individual objectives are set for staff, detailing the main tasks / actions they are responsible for delivering. In addition, there are nine competencies, 6 for non-managerial staff, and four levels within each competency, reflecting the behaviours expected from us as we progress through the Council.

All staff, excluding teaching staff, will have our performance appraised using the PRD paperwork. The paperwork and guidance to support the processes are available on the intranet.

What will happen

- Your manager will give you a minimum of 10 working days notice to allow you to prepare for your PRD.
- During this time both you and your manager will independently complete a draft copy of this form. You should both summarise the evidence you have gathered over the previous 12 months to support how you have achieved your objectives and competencies.
- Your PRD takes place once a year and gives you the opportunity to discuss career aspirations and development with your line manager.
- Both you and your manager should complete PRD forms and then discuss at the PRD meeting.
- Year end ratings will be agreed for both your objectives and your competencies for the role
- These ratings will be used to determine any pay increases for the year
- You and your manager will set your objectives for the coming year.

Further guidance can be found on the Orb.

PERSONAL PROPERTY



Please remember to lock away any personal items or sensitive material. Do not leave wallets, bags, purses or other valuable items in full view. Employees can lock personal items in their lockers or pedestals to keep them safe. The Council is not responsible for any personal property belonging to an employee.

If an employee becomes aware that an item or piece of property has been stolen or damaged he or she must contact their line manager and the police. When contacting the police, please be sure to note the incident number, officer's name and officer's number. Security should be notified using the theft/vandalism form.

POLITICAL ACTIVITY

Politically Restricted Posts

Certain posts are "politically restricted" which means that individuals who hold them are prevented from having any active political role either inside or outside the workplace. Post holders in these posts cannot:

- stand for or hold an elected office (i.e. MP, MSP, MEP, Councillor etc) whilst retaining their post within the Council;
- participate in political activities, publicly express support for a political party or undertake other activities such as canvassing on behalf of a person who is seeking to be a candidate; and
- speak to the public at large or publish any written or artistic work that could give the impression that they are advocating support for, or are an authorised representative of, a political party.

Politically restricted posts include specified posts detailed in the relevant legislation including the Local Government (Scotland) Act 1973, the Local Government & Housing Act 1989 and the Local Government (Scotland) Act 2004, as well as those who give advice on a regular basis to the Council and posts involving regular contact with the media.

Further information can be found in the Employee Code of Conduct, the Member / Officer Relations Protocol, and Candidates Standing for Election Guidance.

PROTECTING VULNERABLE GROUPS AND DISCLOSURE

The PVG Scheme is a membership scheme which replaced previous disclosure arrangements for people working with vulnerable groups. People who work on a regular basis with children or protected adults must join the PVG scheme.

PVG Scheme members are continuously monitored for new vetting information.

Scheme membership does not automatically entitle individuals to work with vulnerable groups. Managers will still need to assess information to see whether the individual is suitable for the particular post for which they have applied.

It is an offence for the Council to offer regulated work to a barred person and for a barred person to do (or seek to do) regulated work.

The Council will be unable to recruit to, or continue to employ, an individual in a role which is considered to be in the scope of regulated work if that individual is not eligible or refuses to become a member of the PVG Scheme.



Leavers - PVG Scheme members should notify Disclosure Scotland if they cease to work for a particular organisation.

Further information can be found on the [Orb](#).

REPORTING CHANGES IN PERSONAL DETAILS

Updating personal details

If you have computer access you should update any changes to your personal details - including your name, address, bank details or emergency contact(s) - on MyHR.

If you do not have access to a computer and require to change your bank details, you should ask your manager to print out a [Bank Details Form](#) and return this to Payroll (contact details on form). If this is not possible, please contact the [HR & Payroll Service Centre](#) on 0131 469 5555 and request that they send you a form.

If you do not have access to a computer and require to make changes to your personal details (other than bank details) please contact the HR & Payroll Service Centre on 0131 469 5555.

SECONDARY EMPLOYMENT

The [Employee Code of Conduct](#) outlines restrictions for employees undertaking secondary employment.

Secondary employment includes:

- secondary employment within the Council;
- engaging in work on a voluntary, fee-paying or recognition-in-kind basis;
- self-employment;
- engaging in any other business activity

If an employee's salary grade is Grade 8 or above, he or she is not permitted to undertake other employment without the written approval of their Director.

If an employee's salary grade is Grade 7 or below, he or she must notify their manager of any secondary employment that they undertake or intend to undertake.

An employee's total working time should not exceed an average of 48 hours per week in accordance with the Working Time Regulations 1998 therefore employees will be required to disclose their total working hours to their line manager.

SECURITY & IDENTITY BADGES

Identity Badges

You have been provided with a Council identity badge for your safety and the safety of others. Please wear your identity badge at all times whilst on Council premises.

Please ensure that your visitors or contractors are registered with reception, wear an identity badge, are accompanied as necessary and can always be accounted for.



Should you lose your identity badge (or a visitor loses their identity badge) please report this to your manager without delay.

Security

There are security staff and CCTV cameras around the main Council offices, but please remember to report any security concerns you have.

To gain access to Waverley Court you must have your Council ID badge. If working after 7pm Monday - Friday or over the weekend it is important security know where you will be working in the building. Please complete an Out of Hours Access Form (24 hours notice) and e-mail it to Property Security or call 0131 529 6791 to let them know if at short notice. Normal fire evacuation procedures apply and if you need first aid, please call reception on 0131 529 6789.

If you work out with Waverly Court, please ensure that you are familiar with the security arrangements in your area.

SMOKING

The Council's No Smoking Policy recognises the Council's legal obligations, to promote and protect the health of all employees from environmental tobacco smoke, in workplaces or vehicles owned or operated by the Council.

Where people smoke is now restricted by the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006. Failure to comply with the law will be criminal offence and employees will be individually liable for any fixed penalty fine that may result.

The Council, as an employer, is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees whilst at work and will ensure that a working environment free from tobacco smoke is maintained in all enclosed Council workplaces. All Council premises and other indoor environments including Council owned or hired fleet vehicles where work is carried out shall be smoke free.

Those who smoke also need to be mindful of the image projected, obstructions caused and litter created as a result of people smoking at entrances or exits to buildings. Managers will need to monitor these areas and take appropriate action to prevent any such practice continuing or developing within the curtilage of a building.

There is no entitlement to smoke breaks.

STRESS

The Stress Management Policy sets out the objectives and responsibilities for the management of work related stress. It recognises that there can be sources of stress in the workplace and aims to address and alleviate workplace stress.

The Council will provide a range of support to those employees experiencing stress at work and these include, but are not limited to:

- a) Employee Assistance Programme (EAP) 0800 116 387 (provides free confidential counselling, financial and legal advice helplines for all employees, available 24 hours per day every day of the year)



b) Occupational Health Service

c) Support during rehabilitation/return to work after stress-related absence

Every employee is expected to treat their colleagues with dignity and respect and protect their own and others' health and safety. Employees are responsible for:

- complying with the provisions of the Stress Management Policy;
- protecting the health of themselves and others at work;
- recognising signs and symptoms in themselves that could indicate they are having difficulty coping;
- raising any concerns with their line manager or other manager as appropriate; and
- participating in any supportive measures put in place to alleviate stress.

UNION MEMBERSHIP

The Council and Trade Unions

Trade unions offer a range of information, advice and other services to their members.

The Council recognises that employees have the right to join a trade union and take part in its activities. The Council supports the system of collective bargaining and believes in resolving employee relations issues by discussion and agreement.

Recognised Trade Unions

The City of Edinburgh Council recognises 8 trade unions. These are:

Non Teaching Staff:

- UNISON
- UNITE
- GMB
- UCATT (Union of Construction, Allied Trades and Technicians)
- COMMUNITY

Teaching Staff:

- EIS (Educational Institute of Scotland)
- SSTA (Scottish Secondary Teachers Association)
- NASUWT (National Association of Schoolmasters Union of Women Teachers)

Information on each trade union, including how to join, is available on each union's website.

Terms and conditions of employment are generally negotiated and agreed through discussions between the Council and the recognised trade unions. The Joint Consultative Group (JCG), made up of trade union representatives and elected members, meets on a regular basis to discuss employment matters.

We recognise that trade union representatives may need time away from work to carry out their duties or attend training. The Agreement on Time Off and Provision Facilities for Trade Union Representatives gives more details on how to request and manage requests from Trade Union Representatives.

WELLBEING



The Council is committed to employee wellbeing. The 'Wellbeing Cafe' is all about making your workplace a healthy environment to be and to inform you of the wellbeing options available. A host of services are available to you including:

- discounted gym membership
- 'bike to work' scheme
- help to stop smoking
- physiotherapy
- counselling and advice service

Occupational Health

The Council has arrangements with a company called 'Health Management' for the provision of an occupational health service. This can be accessed through your Line Manager or HR. The service provides statutory occupational health monitoring relevant to your work. Your line manager may seek advice prior to referring you to occupational health for advice and guidance.

Employee Counselling

The Council provides employees with a free independent confidential employee helpline through an organisation called 'Right Management Workplace Wellness'.

The helpline is designed to assist you with both work related and personal issues which may be causing anxiety or stress and which may be impacting on your life. The helpline will provide you with professional advice from qualified staff in the following areas:

- Personal legal advice
- Health issues
- Relationships and family issues
- Personal financial problems

The service also consists of a team of trained counsellors who can discuss any personal problems with you and help you identify ways of resolving them.

No issue is too small, and talking things over really can help. You will be able to discuss your views, aspirations and concerns in a frank and open way with an independent professional advisor. 'Right Management Workplace Wellness' is bound by the Data Protection Act and therefore NO individual information or feedback can or will be provided to any staff member.

The helpline number is **0800 1116 387**

The service is totally confidential and available 24 hours a day, 7 days a week throughout the year. Calls from a landline are free. Call charges from mobiles will vary, depending on your provider.

WHISTLEBLOWING

The aim of the Whistleblowing Policy is to uphold the highest standard of conduct and ethics in all areas of the Council's work. Employees are encouraged to raise any serious concerns about any aspect of the Council's work, including the following areas of malpractice:

- criminal activity;



- failure to comply with any legal obligation;
- miscarriages of justice;
- damage to health and safety;
- damage to the environment;
- deliberate concealment of any of the above matters.

The Whistleblowing Hotline is provided by a separate organisation and can be accessed by telephone and email.

The Whistleblowing Hotline is the main way for employees to make a whistleblowing disclosure. Employees may also make a whistleblowing disclosure to any manager at the Council. The manager will then report that they have received a disclosure to the Whistleblowing Hotline provider.

In all cases the Whistleblowing Hotline provider will determine whether the disclosure is a 'minor/operational' or a 'major/significant' whistleblowing disclosure. In the case of 'minor/operational' whistleblowing disclosures the Whistleblowing Hotline provider may ask a manager within the Council to conduct investigations and report back their findings to the provider.

Alternatively, the Whistleblowing Hotline provider may itself carry out the investigation and reporting function. In the case of 'major/significant' whistleblowing disclosures, the Whistleblowing Hotline provider will always carry out the investigation and reporting function.

Ordinarily a whistleblowing disclosure will be acted upon and concluded in good time, which will normally mean no more than 3 months. Further actions may include investigations, a recommendation that an internal audit be carried out, a recommendation that recourse be made to the Disciplinary Procedure or referral to the appropriate external agency.

Employees will be given support and protection to allow them to feel confident in making a disclosure. In particular, attempting to deter someone from making a disclosure or victimisation, bullying or harassment of anyone making a disclosure will be regarded as a serious disciplinary offence/gross misconduct.

In the event that an employee's reported concern or issue is found to be deliberately vexatious or malicious, this will be considered as a disciplinary matter.

The Whistleblowing Procedure contains various provisions for the Whistleblowing Provider to prepare reports on disclosures for the Governance, Risk and Best Value Committee. Reports will also be provided to the Monitoring Officer, the Chief Executive and Directors for information and comment only.

WORKING HOURS

The Council's standard working week for full-time staff is 36 hours, as follows:

- Monday to Thursday 8:30 am to 5:00 pm;
- Friday 8:30 am to 3:55 pm;
- Unpaid lunch break of 1 hour 5 minutes each day.

An individual employee's hours of work are normally set out in their Statement of Employment Particulars.

The Council may, following consultation, alter your hours of work and/or working arrangements, and adjust associated payments, to meet service requirements.



For eligible employees, the Council operates a scheme of flexible working hours, a copy of which is available on the Council's intranet or from your line manager.

MANAGERS – Mandatory Key Policy Awareness Checklist

To be completed and recorded between the
14th April and 30th June in line with the PRD cycle

What is the purpose of the Policy Awareness Checklist?

The purpose of this checklist is to ensure that you are fully aware of and understand the key policies and procedures which affect you when working for the Council.

Checklist completion is essential and recording ensures that all staff, and therefore our organisation, is operating safely and legally.

The checklist is not exhaustive and service area specific items can also be added as required.

Who is responsible for completing the Checklist?

Although the checklist will be completed by the employee's line manager, or any other person designated by the line manager, the responsibility for checklist completion is a partnership between the employee and their line manager.

Managers must complete a checklist for their staff and record on the mypeople system.

Regular reports on completion will be produced for monitoring purposes.

IMPORTANT

When key policies and procedures have been refreshed, the completion date should be entered into the date field on mypeople. This confirms that the employee is aware of and understands the policies.

Instructions on recording the completion of Key Policy Awareness Checklist, confirming understanding, are on the back page of the checklist.

Please retain and file completed checklists.

Employee's Name: _____

Line Manager's Name: _____

Completion Date (Same as mypeople entry date): _____

KEY POLICY & PROCEDURE AWARENESS

Your awareness and understanding in the following policy areas needs to be confirmed. When you have refreshed your knowledge and understand the policies, your manager must record this on the mypeople system, using the last date when final policy was refreshed.

Instructions on how to record checklist completion, confirming key policy and procedure awareness, are on the back of this page.

Please choose one of the following information sources below to refresh.

	ORB	<i>i</i> - Information Sources Available		
		ORB 'How To' Guides / Employee Handbook / Information	e-learning	Briefing/ Presentation / Classroom / Other
I confirm that my colleague has undertaken the following Mandatory training:	I have read and understood the policy			
Anti Bribery Policy and Procedure <u>Anti-bribery policy</u> <u>Anti-bribery procedure</u>	Insert Date	<i>i</i>	<i>i</i>	<i>i</i>
Attendance Management Procedure <u>Managing attendance procedure</u>	Insert Date	<i>i</i>	<i>i</i>	<i>i</i>
Disciplinary and Grievance Procedures New Policies effective from 1 May 2014 <u>Discipline procedure</u> <u>Discipline code</u> <u>Grievance procedure</u>	Insert Date	<i>i</i>	<i>i</i>	<i>i</i>
Employee Code of Conduct <u>Employee code of conduct</u>	Insert Date	<i>i</i>		<i>i</i>
ICT Acceptable Use Policy New Policy effective from 1 May 2014	Insert Date	<i>i</i>	<i>i</i> Available 1/6	<i>i</i>
<u>Managing Work Performance</u>	Insert Date	<i>i</i>	<i>i</i>	<i>i</i>
Policy on Fraud Prevention <u>Fraud prevention policy</u>	Insert Date	<i>i</i>	Included in Anti Bribery e- module	<i>i</i>
<u>Whistle Blowing Policy</u> New policy available 1 May 2014	Insert Date	<i>i</i>		

**I confirm that I understand the policies listed above.
Once understanding confirmed, please update the mypeople system.**

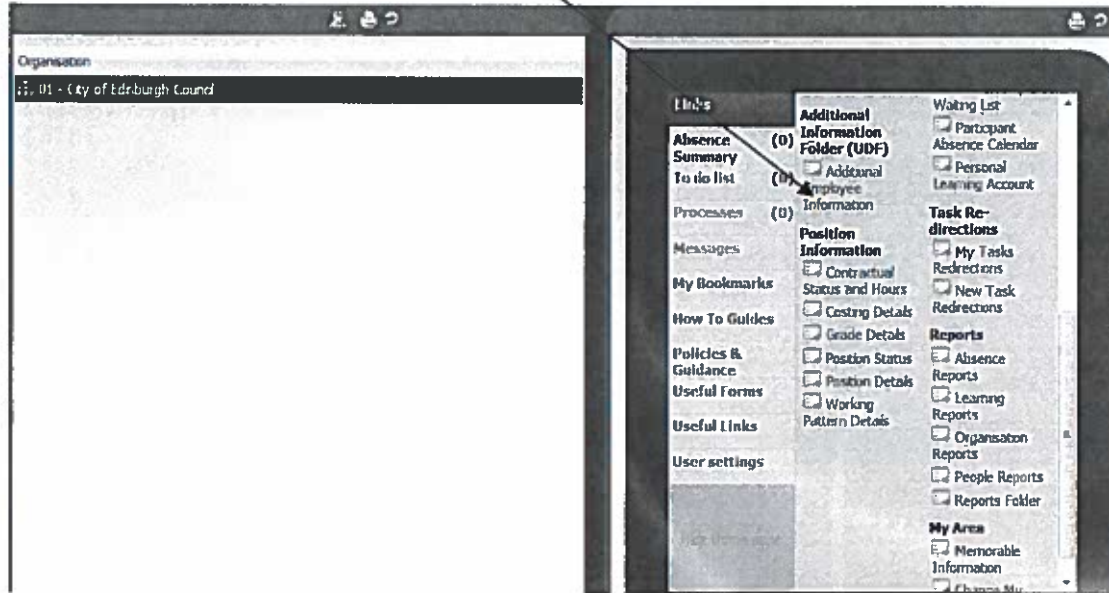
Staff signature _____

Manager signature _____

MANAGER ACTION - Recording Checklist Completion on myPeople

How to record information on the Induction Checklist in myPeople

1. Click on the Links tab.
2. Select Additional Employee Information.



3. Select an employee via the people icon  or via the search field 

Once a selection has been made the employees details will show on the navigation bar.



4. All of the UDF's you have access rights to, for the employee selected will be displayed. You may have read / update or read only access to some of these UDF's.

The screenshot shows a list of UDF categories and their counts. The 'Induction Checklist' is highlighted.


UDF category	No.
1-2-1/Supervision	0
Absence Meetings - Do Not Use	0
Act/Sec in Scope Mod Pay Staff	2
Acting Up/Secondment/Additional Duties	0
Annual Health Check (SFC)	0
Appointment Checklist	0
DRL Tracking	0
Death in Service (Non Teaching)	0
Death in Service (Teaching)	0
Disciplinary Meetings	0
Fit Manager Process	0
Fixed Term Contracts	0
Induction Checklist	0
Managing Attendance	2
Managing Work Performance	0
No Show on 1st Day	0


5. Click on "Induction Checklist".


If nothing has been recorded against the "Induction Checklist" UDF then all you will see in the right reading pane is open fields. You can enter information and then click on save.


UDF Details: Induction Checklist - J Bloggs - 3006677

Position/Job Title

Induction checklist completed by manager - date: 

Employee has completed mandatory training - date: 

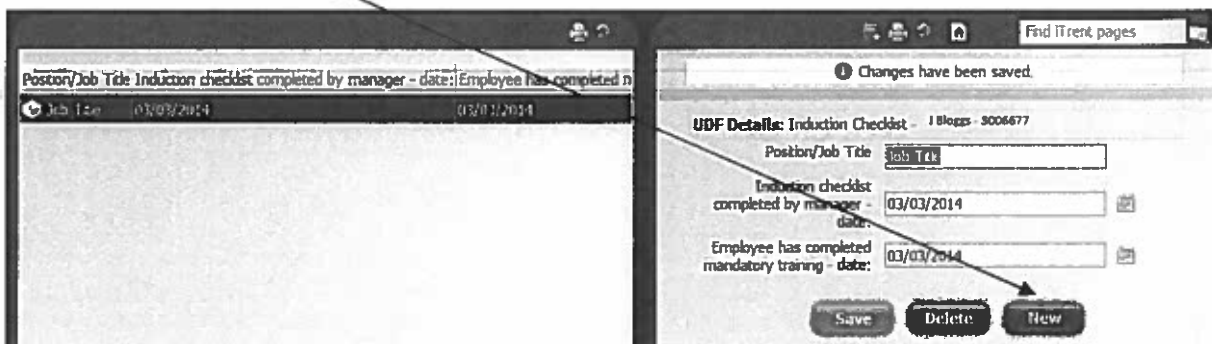
You can manually enter information into any of the date fields or click on the calendar icon  which will open up a full calendar where you can select the relevant date.

February 2014 

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5						1	2
6	3	4	5	6	7	8	9
7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23
9	24	25	26	27	28		

Today is Wed, 19 Feb 2014

If details have already been saved they will be listed in the left reading pane. The highlighted UDF information is displayed in the right reading pane. Click on New to create a blank UDF where you can enter and save new information.





Postion/Job Title Induction checklist completed by manager - date: Employee has completed n

Job Title 03/03/2014 03/03/2014

UDF Details: Induction Checklist - J Bloggs - 3006677

Position/Job Title

Induction checklist completed by manager - date: 


Employee has completed mandatory training - date: 

The navigation bar will show the selected details. Wherever you see a dark forward / backward arrow(s) you can scroll between records.



↑ Organisation: 01 - City of Edinburgh Council People: J Bloggs UDF Categories (People): Induction Checklist

If you hover your curser over items in the navigation bar forward / backward arrows may appear.

6. To clear the details on screen you can click on Organisation at the top of the page or click on the home icon 

STAFF – Key Policy Awareness Checklist

To be completed and recorded between 14 April and 30 June

What is the purpose of the Policy Awareness Checklist?

The purpose of this checklist is to ensure that you are fully aware of and understand the key policies and procedures which affect you when working for the Council.

The checklist is not exhaustive and procedures specific to your service area can also be added as required. Your line manager can add these on the reverse of this sheet.

Who is responsible for completing the Checklist?

Although the checklist will be completed your line manager, or any other person designated by the line manager, the responsibility for checklist completion is a partnership between you and your line manager.

Choose one of the following 3 ways to refresh your knowledge – hyperlinks to the Orb are on the left.

Once completed, please sign and give to your line manager for recording on the mypeople system.

I confirm that I have undertaken the following mandatory training:	I have read and understood the policy	<i>i</i> – Information Sources Available		
		ORB 'How To' Guides / Employee Handbook / Information	e-learning	Briefing/ Presentation / Classroom / Other
Anti Bribery Policy and Procedure <u>Anti-bribery policy</u> <u>Anti-bribery procedure</u>	Insert Date	<i>i</i>	<i>i</i>	<i>i</i>
Disciplinary and Grievance Procedures New policy effective from 1 May 2014) <u>Disciplinary Procedure</u> <u>Discipline code</u> <u>Grievance procedure</u>	Insert Date	<i>i</i>	<i>i</i>	<i>i</i>
Employee Code of Conduct <u>Employee code of conduct</u>	Insert Date	<i>i</i>		<i>i</i>
ICT Acceptable Use Policy New policy effective from 1 May 2014	Insert Date	<i>i</i>	<i>i</i>	<i>i</i>
Policy on Fraud Prevention <u>Fraud prevention policy</u>	Insert Date	<i>i</i>	Included in Anti-Bribery e-module	<i>i</i>
Whistle Blowing Policy New policy effective from 1 May 2014	Insert Date	<i>i</i>		

I confirm that I understand the policies listed above.

Staff signature _____

Manager signature _____

MANAGER INDUCTION CHECKLIST

What is the purpose of this Induction Checklist?

The purpose of this checklist is to ensure that any employee who joins, transfers or is promoted within the organisation as a manager is briefed on their new position, made aware of health and safety information and procedures, is familiarised with their working environment, and introduced to their new colleagues.

The checklist is not exhaustive and service area / division specific items should be added.

Where a checklist point is not applicable simply mark N/A.

Who is responsible for completing the Induction Checklist?

Although the checklist will be completed by the employee's line manager, or any other person designated by the line manager, the responsibility for completing an effective induction is a partnership between the new employee and their line manager.

IMPORTANT

From the start date, 7 weeks is the maximum period for induction and checklist completion. Induction may be completed, and employees will be ready to work, in a shorter time frame. Time frames are dependent on role, experience and essential training elements.

Remember to record completion of the checklist on mypeople. Instructions on recording on back page of the checklist.

Please retain and file completed checklists.

Employee's Name: _____

Line Manager's Name: _____

Start Date: _____ Induction Date: _____

Prior to commencing the induction please check that the following paperwork has been provided: Bank details, P45/46, personal details form, proof of eligibility to work in the UK (if applicable), copies of relevant qualifications/cards/professional memberships and licence check (if applicable).

WELCOME

I have briefed my colleague, designated another to carry out the input or where appropriate, supplied relevant reading/briefing materials for the inductee on the following:	Inductee Initials	Manager / Designated Person Initials
Intranet (Orb)		
The structure of The City of Edinburgh Council, Service and Divisional structure		
The City of Edinburgh Council's vision and values		
Relevant quality and benchmarking systems (e.g. Investors in People /Customer Service Excellence,/ Employee Surveys)		
Council Policies (Discipline, Grievance, Attendance, Health & Safety, Employee Code of Conduct, Electronic communications, Mobile Technology, Protection of People, Equalities and Diversity Policy, Acceptable Usage Policy (ICT))		
Conditions of Service and Pay / Pension Scheme		
Flexible Working Scheme and Flexi Time System (where appropriate)		
Staff Benefits Scheme		
Security / I.D. Pass / access to buildings		
Trade Union Information		

JOB DESCRIPTION / STATEMENT OF PARTICULARS

I have briefed my colleague on the following:	Inductee Initials	Manager / Designated Person Initials
Their job description and key responsibilities of their role		
Local absence / sickness reporting procedure (if appropriate)		
Working patterns		
Holidays and Special Leave		
Dress Code / Standards (e.g. uniforms, protective clothing etc.)		

HEALTH AND SAFETY

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
All fire / bomb regulations and drill procedures		
All relevant fire exits and assembly points		
All relevant fire alarms and how they are activated		
All fire fighting equipment		
Local continuity arrangements		

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
Their fire warden		
Their health and safety representative		
Their first aid representative /First Aider		

I have briefed my colleague on the following:	Inductee Initials	Manager / Designated Person Initials
Work-station ergonomics		
Accident prevention and accident reporting		
Risk Assessment		
Personal Protective Equipment (PPE) (e.g. hard hats, gloves, high visibility vests etc.)		

I have briefed my colleague on the following:	Inductee Initials	Manager / Designated Person Initials
The Occupational Health Provider		
Employee Assistance Programme / Counselling		
The Intranet page on health and wellbeing		

WORK ENVIRONMENT

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
The location of the toilets and washing facilities		
The location of accessible facilities		
The arrangements and provision for breaks		
The location of the mail room / facilities hub / procedures for sending and receiving mail		

EQUIPMENT

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
Equipment related to their working environment and role		
Computer systems and communication systems		

COLLEAGUES / KEY STAKEHOLDERS

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
Relevant managers within their division		
All members of their new team		
Their assigned workplace mentor / buddy		
Key stakeholders		

TRAINING AND DEVELOPMENT

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
Performance / Professional Review and Development (PRD)		
Learning and development programmes and opportunities (E-learning, Continuous Professional Development, Qualifications, Training Courses, On the Job Training, etc)		
Staff awards		

MANAGER RESPONSIBILITIES

As my colleague is a manager, I confirm that they have been made aware of:	Inductee Initials	Manager / Designated Person Initials
Current key projects / strategic objectives / service plan priorities		
Any disciplinary action currently ongoing with any member of their new team		
The sickness absence records of their new staff		
PRD records of their new staff		
Any qualifications that their new staff are undertaking		
Specific training relating to their role		
Organisational Development online resources / Managers Toolkit		
How to access HR support and MyPeople		
Budgets		
Procurement Policy / Processes		
Travel / pool cars / use of taxi's / car club		

TRAINING AND DEVELOPMENT COURSES

Within in the first 7 weeks of the inductee's start date, the following mandatory courses must be completed.

Mandatory Training Courses

Please choose one of the following ways to brief staff. Ideally, all training should be completed on e-learning but, where this is not possible, please choose one of the other available methods. Hyperlinks below take you to the relevant ORB materials.

X = available methods – pleaser choose one.

I confirm that my colleague has undertaken the following Mandatory training:	ORB 'How To' Guides, Handbook & Information	e-learning	Manager Briefing /ORB Presentation/ Classroom	Date Completed
Anti Bribery Policy and Procedure Anti-bribery policy Anti-bribery procedure	X	X	X	
Attendance Management Procedure Managing attendance procedure	X	X	X	
Disciplinary and Grievance Procedures New Policies effective from 1 May 2014 Discipline procedure Discipline code Grievance procedure	X	X	X	
Employee Code of Conduct Employee code of conduct	X		X	
ICT Acceptable Use Policy New Policy effective from 1 May 2014	X	Available 1/6		
Managing Work Performance Managing Work Performance	X	X	X	
Induction (First Impressions)		X		
Policy on Fraud Prevention Fraud prevention policy	X	Included in Anti-Bribery e-module	X	
New policy available 1 May 2014 Whistle Blowing Policy	X			

Confirmation that all of the courses/briefings listed above have been completed.

Inductee signature _____

Manager signature _____

Other Training & Information Options

I confirm that my colleague has undertaken the following optional training:	ORB 'How To' Guides & Information	e-learning	Manager Briefing /ORB Presentation/ Classroom	Date Completed
Budget Management		X	X	
Child Protection		X		
Complaints Procedure 2013		X	X	
Data Protection		X		
Enterprise Risk Management		X		
Fire Safety		X		
First Aid		X		
Freedom of Information (FOI)		X		
How to use MyHR /MyPeople		X		
Information Security		X		
Manual Handling		X	X	
Mentally Healthy Workplaces (Wellbeing Matters)		X	X	
Performance Management		X	X	
Records Management		X		
Recruitment and Selection (Mandatory before recruiting)		X	X	
Slips/Trips/Falls		X		
Stress Management		X		
Sustainable Development		X		

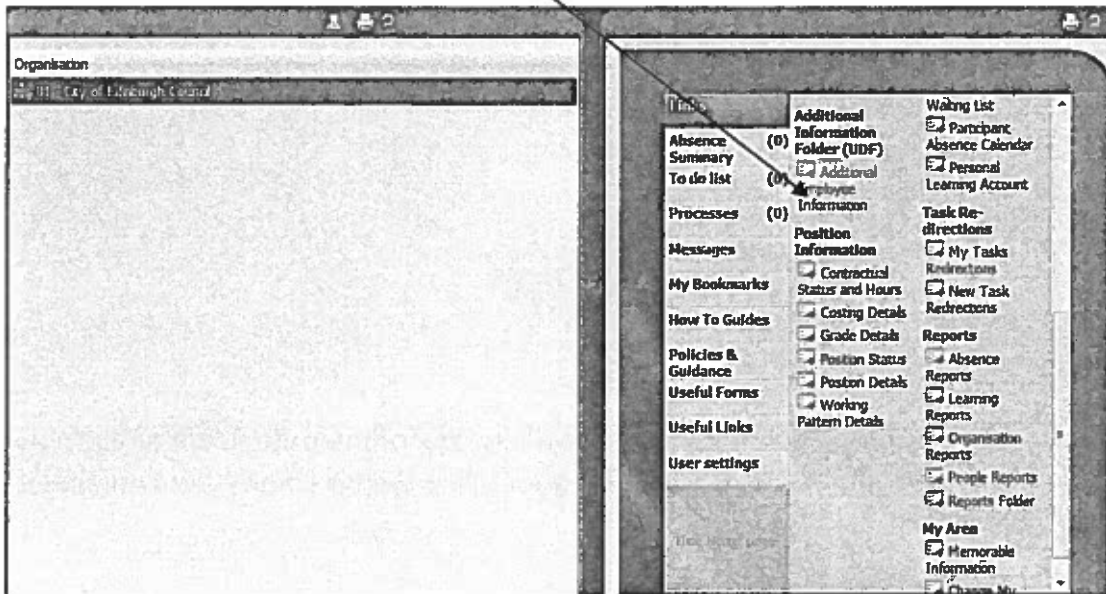
Confirmation that all of the appropriate courses above (relevant to role) have been completed.

Inductee signature _____

Manager signature _____

How to record information on the Induction Checklist in myPeople

1. Click on the Links tab.
2. Select Additional Employee Information.

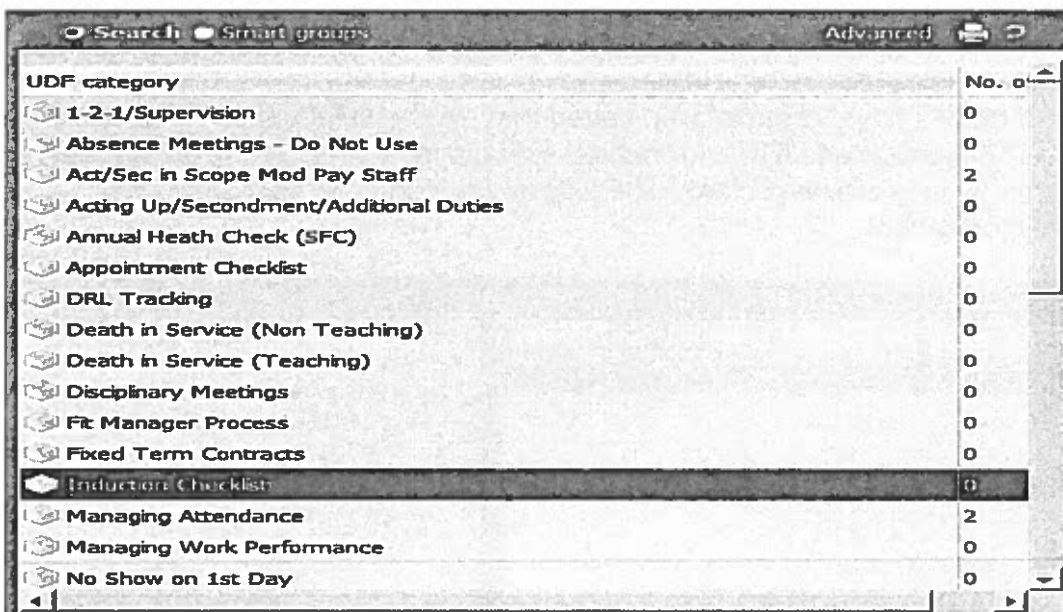


3. Select an employee via the people icon  or via the search field 

Once a selection has been made the employees details will show on the navigation bar.



4. All of the UDF's you have access rights to, for the employee selected will be displayed. You may have read / update or read only access to some of these UDF's.





5. Click on "Induction Checklist".


If nothing has been recorded against the "Induction Checklist" UDF then all you will see in the right reading pane is open fields. You can enter information and then click on save.

UDF Details: Induction Checklist - J Bloggs - 3006677

Position/Job Title

Induction checklist completed by manager - date: 

Employee has completed mandatory training - date: 

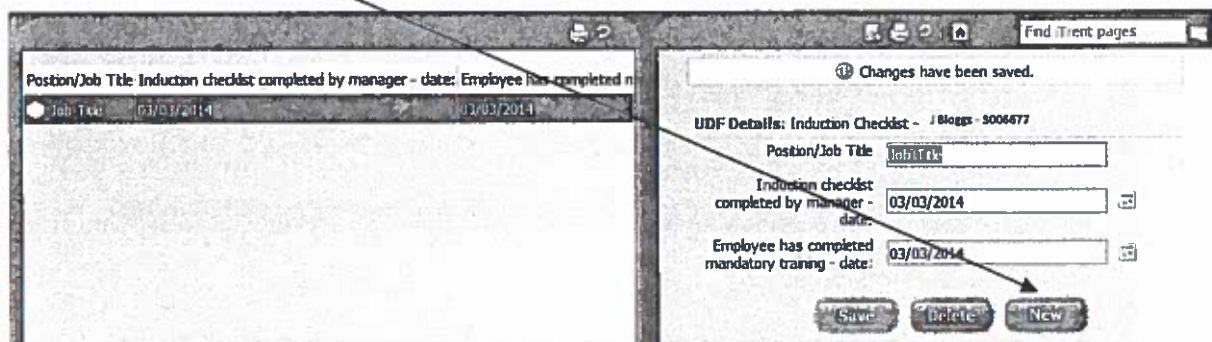
You can manually enter information into any of the date fields or click on the calendar icon  which will open up a full calendar where you can select the relevant date.

February 2014

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5						1	2
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7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23
9	24	25	26	27	28		

Today is Wed, 19 Feb 2014

If details have already been saved they will be listed in the left reading pane. The highlighted UDF information is displayed in the right reading pane. Click on New to create a blank UDF where you can enter and save new information.





Position/Job Title: Induction checklist completed by manager - date: Employee has completed mandatory training - date:

Job Title: 03/03/2014 03/03/2014

UDF Details: Induction Checklist - J Bloggs - 3006677

Position/Job Title:

Induction checklist completed by manager - date: 

Employee has completed mandatory training - date: 

The navigation bar will show the selected details. Wherever you see a dark forward / backward arrow(s) you can scroll between records.

If you hover your cursor over items in the navigation bar forward / backward arrows may appear.

6. To clear the details on screen you can click on Organisation at the top of the page or click on the home icon 

STAFF INDUCTION CHECKLIST

What is the purpose of this Induction Checklist?

The purpose of this checklist is to ensure that any employee who joins, transfers or is promoted within the organisation is briefed on their new position, made aware of health and safety information and procedures, is familiarised with their working environment, and introduced to their new colleagues.

The checklist is not exhaustive and service area / division specific items should be added.

Where a checklist point is not applicable simply mark N/A.

Who is responsible for completing the Induction Checklist?

Although the checklist will be completed by the employee's line manager, or any other person designated by the line manager, the responsibility for completing an effective induction is a partnership between the new employee and their line manager.

IMPORTANT

From the start date, 7 weeks is the maximum period for induction and checklist completion. Induction may be completed, and employees will be ready to work, in a shorter time frame. Time frames are dependent on role, experience and essential training elements.

Remember to record completion of the checklist on mypeople. Instructions on recording on back page of the checklist.

Please retain and file completed checklists.

Employee's Name: _____

Line Manager's Name: _____

Start Date: _____ Induction Date: _____

Prior to commencing the induction please check that the following paperwork has been provided: Bank details, P45/46, personal details form, proof of eligibility to work in the UK (if applicable), copies of relevant qualifications/cards/professional memberships and licence check (if applicable).

WELCOME

I have briefed my colleague, designated another to carry out the input or where appropriate, supplied relevant reading/briefing materials for the inductee on the following:	Inductee Initials	Manager / Designated Person Initials
Intranet (Orb)		
The structure of The City of Edinburgh Council, Service and Divisional structure		
The City of Edinburgh Council's vision and values		
Relevant quality and benchmarking systems (e.g. Investors in People /Customer Service Excellence,/ Employee Surveys)		
Council Policies (Discipline, Grievance, Attendance, Health & Safety, Employee Code of Conduct, Electronic communications, Mobile Technology, Protection of People, Equalities and Diversity Policy, Acceptable Usage Policy (ICT))		
Conditions of Service and Pay / Pension Scheme		
Flexible Working Scheme and Flexi Time System (where appropriate)		
Staff Benefits Scheme		
Security / I.D. Pass / access to buildings		
Trade Union Information		

JOB DESCRIPTION / STATEMENT OF PARTICULARS

I have briefed my colleague on the following:	Inductee Initials	Manager / Designated Person Initials
Their job description and key responsibilities of their role		
Local absence / sickness reporting procedure (if appropriate)		
Working patterns		
Holidays and Special Leave		
Dress Code / Standards (e.g. uniforms, protective clothing etc.)		

HEALTH AND SAFETY

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
All fire / bomb regulations and drill procedures		
All relevant fire exits and assembly points		
All relevant fire alarms and how they are activated		
All fire fighting equipment		
Local continuity arrangements		

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
Their fire warden		
Their health and safety representative		
Their first aid representative / First Aider		

I have briefed my colleague on the following:	Inductee Initials	Manager / Designated Person Initials
Work-station ergonomics		
Accident prevention and accident reporting		
Risk Assessment		
Personal Protective Equipment (PPE) (e.g. hard hats, gloves, high visibility vests etc.)		

I have briefed my colleague on the following:	Inductee Initials	Manager / Designated Person Initials
The Occupational Health Provider		
Employee Assistance Programme / Counselling		
The Intranet page on health and wellbeing		

WORK ENVIRONMENT

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
The location of the toilets and washing facilities		
The location of accessible facilities		
The arrangements and provision for breaks		
The location of the mail room / facilities hub / procedures for sending and receiving mail		

EQUIPMENT

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
Equipment related to their working environment and role		
Computer systems and communication systems		

COLLEAGUES / KEY STAKEHOLDERS

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
Relevant managers within their division		
All members of their new team		
Their assigned workplace mentor / buddy		
Key stakeholders		

TRAINING AND DEVELOPMENT

I have made my colleague aware of:	Inductee Initials	Manager / Designated Person Initials
Performance / Professional Review and Development (PRD)		
Learning and development programmes and opportunities (E-learning, Continuous Professional Development, Qualifications, Training Courses, On the Job Training, etc)		
Staff awards		

TRAINING AND DEVELOPMENT COURSES

Within in the first 7 weeks of the inductee's start date, the following mandatory courses must be completed.

Mandatory Training Courses

Please choose one of the following ways to brief staff. Ideally, all training should be completed on e-learning but, where this is not possible, please choose one of the other available methods. Hyperlinks below take you to the relevant ORB materials.

X = available methods – pleaser choose one.

I confirm that my colleague has undertaken the following Mandatory training:	ORB 'How To' Guides & Information	e-learning	Briefing /ORB Presentation / Classroom / Other	Date Completed
Anti Bribery Policy and Procedure <u>Anti-bribery policy</u> <u>Anti-bribery procedure</u>	X	X	X	
Attendance Management Procedure <u>Managing attendance procedure</u>	X	X	X	
Disciplinary and Grievance Procedures (being updated – existing material will be on current policy. New material available in early 2014) <u>Discipline procedure</u> <u>Discipline code</u> <u>Grievance procedure</u>	X	X	X	
Employee Code of Conduct <u>Employee code of conduct</u>	X		X	
ICT Acceptable Use Policy New policy effective from 1 May 2014	X	X	X	
Induction (First Impressions) where possible		X		
Policy on Fraud Prevention <u>Fraud prevention policy</u>	X	Included in Ant-bribery e-module	X	
<u>Whistle Blowing Policy</u> New policy effective from 1 May 2014	X			

Confirmation that all of the courses/briefings listed above have been completed.

Inductee signature _____

Manager signature _____

Other Training & Information Options

I confirm that my colleague has undertaken the following optional training:	ORB 'How To' Guides & Information	e-learning	Briefing/ ORB Presentation / Classroom / Other	Date Completed
Child Protection(Mandatory for all C&F Staff)		X		
Complaints Procedure 2013		X	X	
Data Protection		X		
Enterprise Risk Management		X		
Fire Safety		X		
First Aid		X		
Freedom of Information (FOI)		X		
How to use MyHR /MyPeople		X		
Information Security		X		
Manual Handling		X	X	
Mentally Healthy Workplaces (Wellbeing Matters)		X	X	
Performance Management		X		
Records Management		X		
Slips/Trips/Falls		X		
Stress Management		X		
Sustainable Development		X		

Confirmation that all of the appropriate courses above (relevant to role) have been completed.

Inductee signature _____

Manager signature _____

OTHER (SERVICE AREA / ROLE SPECIFIC)

This section should be populated by the line manager based on the essential elements of the role including mandatory training required.	Inductee Initials	Manager / Designated Person Initials

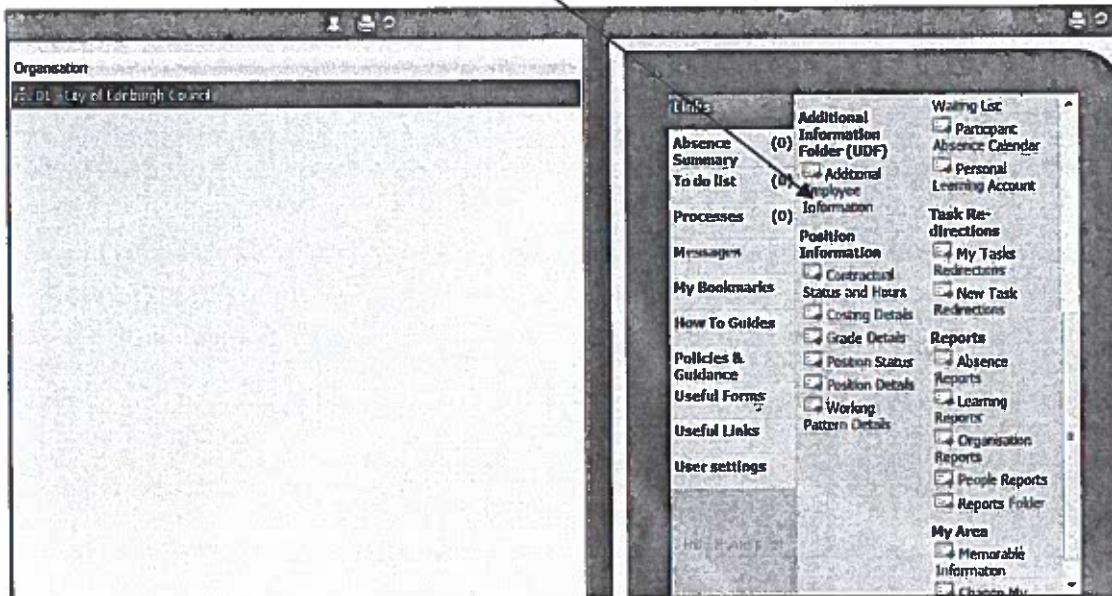
MANAGER ACTION - Recording Checklist Completion on myPeople

REMEMBER: this process should be repeated when staff move jobs internally. Just repeat the process each time this happens.

How to record information on the Induction Checklist in myPeople

- 1. Click on the Links tab.

2. Select Additional Employee Information.



3. Select an employee via the people icon or via the search field

Once a selection has been made the employees details will show on the navigation bar.



4. All of the UDF's you have access rights to, for the employee selected will be displayed. You may have read / update or read only access to some of these UDF's.


UDF category	No. of
1-2-1/Supervision	0
Absence Meetings - Do Not Use	0
Act/Sec in Scope Mod Pay Staff	2
Acting Up/Secondment/Additional Duties	0
Annual Health Check (SFC)	0
Appointment Checklist	0
DRL Tracking	0
Death in Service (Non Teaching)	0
Death in Service (Teaching)	0
Disciplinary Meetings	0
Fit Manager Process	0
Fixed Term Contracts	0
Induction Checklist	0
Managing Attendance	2
Managing Work Performance	0
No Show on 1st Day	0


5. Click on "Induction Checklist".


If nothing has been recorded against the "Induction Checklist" UDF then all you will see in the right reading pane is open fields. You can enter information and then click on save.


UDF Details: Induction Checklist - J Bloggs - 3006677

Position/Job Title

Induction checklist completed by manager - date: 

Employee has completed mandatory training - date: 

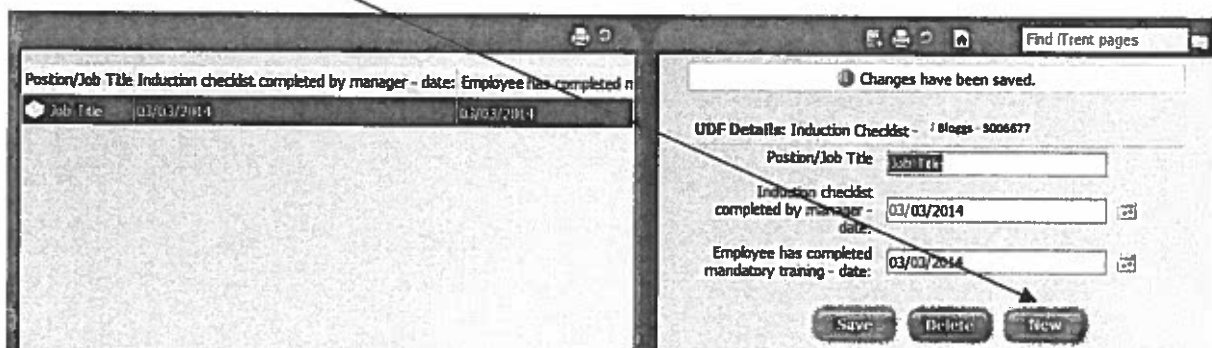
You can manually enter information into any of the date fields or click on the calendar icon  which will open up a full calendar where you can select the relevant date.

February 2014 

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9	24	25	26	27	28		

Today is Wed, 19 Feb 2014

If details have already been saved they will be listed in the left reading pane. The highlighted UDF information is displayed in the right reading pane. Click on New to create a blank UDF where you can enter and save new information.





Position/Job Title: Induction checklist completed by manager - date: Employee has completed n

Job Title: 03/03/2014 03/03/2014

UDF Details: Induction Checklist - J Bloggs - 3006677

Position/Job Title: Job Title

Induction checklist completed by manager - date: 03/03/2014 

Employee has completed mandatory training - date: 03/03/2014 

The navigation bar will show the selected details. Wherever you see a dark forward / backward arrow(s) you can scroll between records.



Organisation: 01 - City of Edinburgh Council People: J Bloggs UDF Categories (People): Induction Checklist

If you hover your cursor over items in the navigation bar forward / backward arrows may appear.

6. To clear the details on screen you can click on Organisation at the top of the page or click on the home icon 