

CAIRNGORMS NATIONAL PARK AUTHORITY STAFFING AND RECRUITMENT COMMITTEE

FOR DECISION

Title: Update on HR Policy Development In Line With Harmonisation of Employer Arrangements Between the National Park Authorities: Capability Policy; Disciplinary Policy; Grievance Policy

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Purpose

To highlight three related policies that have been agreed by the staff through consultation at the Staff Consultative Forum

Recommendations

That the Committee consider and sign off the policies

Background

One of the recommendations made in the Scottish Government's 5-year Strategic Review of National Parks in Scotland is that the scope for wider sharing of corporate services and increased harmonisation of employer arrangements between National Park Authorities should be examined.

Some of the key principles underpinning the joint work are that areas of development should be those that are of mutual advantage to both Authorities and that each National Park must retain its own identity and culture.

In May 2009, the Board endorsed the principal of joint working, and the development of more robust, harmonised human resources and employer arrangements was one of the areas identified.

In line with this, Loch Lomond and the Trossachs National Park Authority, and Cairngorms National Park Authority are reviewing their HR policies with a view to adopting policies that are similar in context, whilst still remaining unique to the culture of each organisation.

In writing the following three policies, both the CNPA and LLTNPA's policies were reviewed and combined, and the final policies agreed by the CNPA's Staff Consultative Forum.

- 1) The **Capability Policy** (annex 1) is a new policy, to support employees into fully performing the duties expected of them and to address issues of under-performance on a formal basis. It is designed to deal with those cases where, despite the application of agreed policies, procedures and good management practices and support, the employee remains lacking in some area of ability, skill, competence or knowledge and is consequently unable to carry out the required duties to an acceptable standard. The procedure provides for a clear and structured path for improvement; support and training; manager and member of staff working on and discussing together; and employee representation where requested.
- 2) The **Disciplinary Policy** (annex 2) ensures consistent and equitable treatment of employees that are considered not to be complying with acceptable standards. It has been updated, to reflect updates in current Employment law.
- 3) The **Grievance Policy** (annex 3) provides the framework for dealing promptly, fairly and consistently with employee complaints, which should not only result in staff concerns being addressed but also provide a way of reconciling differences and implementing workable solutions. The policy has been expanded, to be clearer on the expected implementation of process, and more robust.

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