

Report to:	QSMTM
Report by:	Helen Gardner-Swift
Meeting Date:	05 February 2019
Subject/ Title: (and VC no)	Employment Policy Update VC112663
Attached Papers (title and VC no)	None

Purpose of report

1. To update the Senior Management Team on the employment policies of the Scottish Information Commissioner (SIC).

Recommendation and actions

2. The SMT notes the contents of this report.

Executive summary

Employee Handbook

3. The SIC has in place an Employee Handbook (current EH) which was approved on 30 April 2012 and which has been updated from time to time. The current EH sets out some of the policies and procedures that apply to employees and refers to additional policies, for example, equality, anti-harassment, victimisation and bullying, data protection, healthy living, security and vetting and performance and development that the SIC has in place.
4. An updated and revised version of the Employee Handbook (revised EH) has been in preparation for the past 3-4 years – the project initially fell to the FAM to complete, was passed to the HOOM and then carried forward to 2017-2018 and 2018-19 for me to undertake. The revised EH now incorporates all relevant employment policies, including those referred to above. The revised EH also states which sections of the handbook form part of an employee's contract of employment.
5. The revised EH has been considered by the SMT and has now been referred back to me for consideration and further advice. I will update the SMT in due course.
6. When in place, the revised EH will contain all relevant and up to date employment policies.

Staff consultation

7. Staff will be consulted on the revised EH in due course.

Cost

8. I anticipate that any additional cost can be met from within current resources.

Risk impact

9. Risk 10 (effective policies) and Risk 12 (good HR governance) are relevant and the Employee Handbook is referred to in the "Action Planned" for both risks.

Equalities impact

10. The revised EH sets out the employee policies relating to equality and diversity which aim to ensure that, in employment, no one is unlawfully discriminated against and that everyone can participate freely and be given the opportunity to excel during their employment.

Resources impact

11. None at present.

Operational/ strategic plan impact

12. None at present.

Records management impact (including any key documents actions)

13. None at present.

Consultation and Communication

14. QSMTM minute, staff consultation on the revised EH