

OD/HR – Policies Update	19 February 2019
Corporate Policy and Resources Committee	For Approval

Linkage to Council Strategy (2015-19)	
Strategic Theme	Transition and Transformation
Outcome	Successful delivery of Organisational Development and Human Resource Services across the Causeway Coast and Glens Borough Council
Lead Officer	Head of OD/HR
Cost: (If applicable)	As detailed within the report

1. Context and Background

The following draft policies have been developed / amended to reflect the practices within Causeway Coast and Glens Borough Council. The draft policies have been approved both by the Senior Management Team and the Trade Unions through the Joint Consultative and Negotiating Committee (JCNC).

In accordance with Council's duty under Section 75 Equality Legislation, the policies have been screened and the result is that they were screened "out".

Copies of each of the policies are attached.

a. EMPLOYEE PERFORMANCE IMPROVEMENT PROCEDURE

The fundamental aim of this procedure is provide employees with an opportunity to improve their performance, while making it clear that failure to improve their performance could ultimately lead to dismissal from the organisation.

The organisation is committed, and will endeavour at all times, to provide the necessary support to meet its standards of performance.

The policy outlines the process Managers and employees would go through to identify the areas of unsatisfactory performance and then to agree measures / actions which are required to improve the performance.

b. TRAVEL AND SUBSISTENCE POLICY

The aim of this policy is to ensure a consistent approach to the full and prompt reimbursement of costs necessarily incurred by staff of Causeway Coast & Glens Borough Council in the course of their duties.

The key objectives of this Policy are to ensure that there are clear, transparent and unambiguous rules in relation to what costs may be reclaimed by employees that were incurred in the course of their duties and to make clear the roles and responsibilities of officers, authorising officers and payroll staff.

Recommendation

It is recommended that council approves the policies listed above.