

**Personnel Committee**

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<b>Date:</b>	<b>31 October 2017</b>
<b>Title:</b>	<b>Dignity at Work Policy</b>
<b>Contact Officer:</b>	<b>Graham Hunt, Town Clerk</b>

**Purpose of this Report**

1. To provide background to the Dignity at Work Policy as presented for adoption.

**Background**

2. A number of years ago, the Society of Local Council Clerks (SLCC), in response to concerns of increased bullying in the sector, produced a template “Dignity at Work” policy, for potential adoption by Town and Parish Councils.
3. Work was executed in Thame in 2011, (although renamed as a “Bullying and Harassment Policy”) but it never reached a Committee or Council for approval.
4. In April 2017, the Oxfordshire Association of Local Councils (OALC) circulated some related recommendations on wider Dispute Resolution. That recognised that the SLCC Dignity at Work Policy was valuable, but needed to be considered along with the Code of Conduct, existing Grievance Procedures, and any Member / Officer protocol as implemented. Thame Town Council has all of those in place, except the Dignity at Work Policy.
5. The Management Team considered whether there was sufficient policy in place in the event of suddenly having to deal with a disruptive Officer or Councillor and agreed that adoption of a Dignity at Work Policy would assist.
6. Such policies are always best adopted in time of calm, when there are no disputes under way, as at present.
7. Further work has been executed on the latest template SLCC / OALC Dignity at Work Policy, so that it sensibly sits alongside other related documents at Thame Town Council.
8. The policy relates to both Officers and Members, so has to be adopted by both the Personnel Committee and Full Council.

**Action Required:**

9. To adopt the Dignity at Work Policy and recommend that it also be adopted at the next Full Council meeting.