

SERVICE DESCRIPTION FORM

Department: Corporate Services
Service: Human Resources
Income None
Description: The service provides the organisation at all levels with a comprehensive HR service covering a wide range of activities which can be summarised as :- <ul style="list-style-type: none">• Development, implementation and monitoring of effective and progressive HR policies and practices• Maintaining positive employee relations with staff and trade unions• Development, implementation and monitoring effective workforce strategy and planning• Lead on employee engagement and communications; motivation and morale• Ensure effective recruitment and retention policies and practices• Support the process of change management including the DBS programme• Support budget implementation• Development and implementation of appropriate terms and conditions of service• Development and implementation of pay and grading systems• Development, implementation and monitoring of health and well-being policies and initiatives including effective management of sickness absence• Provision of advice and support on employment related matters such as absence; disciplinary; grievance; harassment; and redundancy
Statutory requirements : There are statutory requirements upon the Council with regards to the employment of staff. These requirements cover the full range of employment related matters including equalities and discrimination; hours of work and rates of pay; dismissal and termination of employment. The HR service provides direction, advice and support to Council, Committee and managers across the organisation to ensure that obligations in these regards are met.
Outcomes / impacts: The effective management and performance of staff across the Council is embedded within the Single Outcome Agreement and Departmental Service Plans.

The service provides advice and support on all HR related matters to Council, Committee and managers at all levels of the organisation. Given the cross-cutting nature of the work, HR staff work closely with service managers across the Council to help deliver effective service provision. The extent of HR intervention will depend upon the complexity and potential implications arising from each case/issue that arises.

Human Resources ensure that the Council responds to changes in employment legislation in areas such as equalities and discrimination; disclosure checking (PVG); Working Time Directive; and unfair dismissal.

The service leads on HR related initiatives emanating from recognised best practice, national legislation and Cosla. For example, significant work is currently ongoing in relation to transformational change; employee engagement; workforce planning and further improvements to the recruitment of senior staff.