

Title of Report:	ODHR Policies and Procedures
Committee Report Submitted To:	Corporate Policy and Resources Committee
Date of Meeting:	28 October 2025
For Decision or For Information	For Decision
To be discussed In Committee YES/NO	N/A

Linkage to Council Strategy (2021-25)	
Strategic Theme	Innovation and Transformation
Outcome	Improve Service Delivery
Lead Officer	Director of Corporate Services

Budgetary Considerations	
Cost of Proposal	n/a
Included in Current Year Estimates	n/a
Capital/Revenue	n/a
Code	n/a
Staffing Costs	n/a

Legal Considerations	
Input of Legal Services Required	YES/NO
Legal Opinion Obtained	YES/NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Completed
	EQIA Required and Completed:	Yes/No	N/A
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	N/A
	DPIA Required and Completed:	Yes/No	N/A

1.0 Purpose of Report

The purpose of this report is to present Members with the following policies for consideration and approval:

- Assistance to Study Policy - Update
- Grievance Policy & Procedure – Update
- Employee Performance Improvement Procedure

1.1 ODHR have responsibility and delegated authority to create policies and procedures in line with legislative requirements and best practice. The policies to be considered for approval have been reviewed in line with these requirements, considering also benchmark information from other local Council entitlements and existing arrangements.

1.2 The arrangements detailed in the final draft policy are deemed to be appropriate and reflective of all such considerations.

1.3 Extensive consultation has been conducted between Management and Trade Unions between April and October 2025. Trade Unions have in turn consulted with and provided feedback on behalf of their members which has been incorporated into the policies. The final update of the draft policy documents has been accepted by UNITE, NIPSA and GMB.

2.0 Background

2.1 The current Assistance to Study Policy was agreed and adopted by Council in 2017.

2.2 This policy has been updated to reflect:

- A simplified application process for employees and managers
- An updated financial assistance agreement
- Updated guidance on eligibility for financial assistance
- Updated conditions of financial assistance
- Updated appeal procedures

2.3 The current Grievance Policy & Procedure was agreed and adopted by Council in 2017. At this time, Trade Unions only accepted the adoption of this policy for new Causeway Coast & Glens Borough Council staff going forward, meaning that legacy arrangements are still in place in relation to grievances.

2.4 This policy has been updated to reflect:

- Clarified and simplified General Principles
- Clarification on timeframes for complaints
- Clarification on process and panels, aligning with other policy

- Modified 2 Step procedure for former employees removed – no longer applicable
- Refresh of forms
- General language update to align with other policies
- General format update to align with other policies

2.5 The Employee Performance Improvement Procedure is new, being introduced as a result of a recommendation within the Transformation Programme Action Plan.

The Employee Performance Improvement Procedure provides a framework within which line managers can support employees to maintain the required performance standards, encouraging improvement where necessary. The document details the procedure undertaken to safeguard the interests of both the organisation and employees when unsatisfactory performance is identified.

3.1 **Purpose of the Policy**

3.1 **Assistance to Study Policy** – The Council is keen to support personal and professional development, which contributes towards the achievement of organisational objectives and to encourage a learning organisation. This explains how the Council will support employees who wish to enhance their job performance by undertaking a formal course leading to a recognised academic/vocational qualification which is related to their role. This will support Council to build capacity and enhance the development of our workforce.

3.2 **Grievance Policy & Procedure** – The purpose of this policy and procedure is to provide an employee or group of employees with the opportunity to have their grievance considered quickly and effectively.

This policy and procedure aim to ensure fairness in dealing with matters under this procedure by:

- Taking all reasonable steps to complete the procedure as quickly as possible, at a reasonable location, consistent with the need to be thorough.
- Allowing employees to be accompanied at formal investigation meetings, grievance hearings and appeals by a recognised Trade Union Representative or work colleague.
- Allowing employees an opportunity to appeal.

3.3 This procedure applies to all employees of the Council, harmonising procedures from legacy arrangements.

- 3.4 **Employee Performance Improvement Procedure** – The aim of this procedure is to address and manage employee capability issues in a fair and consistent manner by providing employees with an opportunity to improve their performance. Employees should be provided with regular opportunities for support, feedback and performance reviews to recognise employee contribution to their job roles, departments and the organisation. Where necessary, these opportunities will help to identify areas of under-performance at the earliest opportunity to implement measures to address such as supervision, coaching or training.
- 3.5 This policy applies to all directly employed employees within the Council regardless of whether they are fixed-term, temporary, permanent, full or part-time.
- 3.6 Entitlements under each policy and procedure will be provided in line with legislative requirements and National Joint Council for Local Government and any agreements negotiated locally by Council and its recognised trade unions.

4.0 Consultation

- 4.1 The draft policies have been considered and agreed at the Senior Management Team and the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC).

5.0 Equality Screening

- 5.1 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".

6.0 Recommendation(s)

It is recommended that the Corporate Policy and Resources Committee recommends to Council the updated policies for approval.