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PERSONNEL STRATEGY

PERSONNEL POLICY OBJECTIVE

Bournemouth Council for Voluntary Service (BCVS), as a responsible employer, recognises that its greatest asset, in maximising the effective delivery of quality services to its clients, is its staff, both paid and volunteer. This strategy principally applies to paid staff, employees, however BCVS greatly values the work of volunteers and so has a separate Volunteer Policy.

The key objective towards which all its personnel policies are aimed is, therefore, to ensure that they comprehensively reflect best practice and the interests of both clients and employees.

To this end, it will regularly review personnel policies, practices and procedures, to ensure that they continue to remain relevant to the twin objectives of quality service and good employment practice.

STATEMENT OF OPERATING PRINCIPLES

BCVS bases its personnel practices on the following principles:

- Equality of opportunity in all aspects of employment
- Maximum clarity and openness
- Full consultation with staff over all matters that affect them
- The highest standards of professional conduct, in both the management of its staff and in its expectations of their work
- Extensive investment in staff training and development
- Fair and effective service and salary conditions

SCOPE OF POLICY APPLICATION

BCVS will ensure that it has in place up-to-date policies and procedures that cover all key areas of its employment responsibilities, particularly for:

- Recruitment, retention salaries and benefits
- Health, welfare and safety
- Staff conduct in disciplinary, grievance and capability matters
- Employee and organisational communications and access to information
- Union recognition, employee representation and consultation processes
- Staff and organisational responses to client needs and concerns
- Responsibilities of the Board of Trustees, Chief Executive and all staff in financial and managerial matters
- Clarity of roles and flexibility of operation to meet the needs of BCVS and its clients

All these policy areas will be informed and underpinned by BCVS's Equal Opportunities Policy and are set out in more detail below.

EQUAL OPPORTUNITIES IN EMPLOYMENT

BCVS recognises that the nature of society results in disadvantage, both at work and beyond, being experienced by certain groups. It will seek to ensure that all its employment practices treat potential, current and past employees with dignity and only on merit, and will avoid any unlawful discrimination, positive or negative, direct or indirect, on grounds of race, sex, sexual orientation, gender orientation, pregnancy and maternity, religion or belief, sexuality, disability, marriage and civil partnership or age.

BCVS adopts a positive approach to the employment of people with disabilities and will guarantee an interview to people declaring a disability provided they meet the essential criteria for an advertised post.

RECRUITMENT, RETENTION, SALARIES AND BENEFITS

BCVS will adopt policies that ensure that all staff are recruited in accordance with best practice policies and that selection methods ensure that candidates are appointed who fully meet the needs of the organisation. BCVS's system of salary determination and non-salary benefits will be designed to ensure that capable staff are encouraged to maximise their contribution towards its objectives for its clients by remaining with the organisation. This will be achieved by reflecting best and most appropriate practice, drawing upon the experience of appropriate comparators in the voluntary sector and elsewhere.

Should an employee develop a disability during their period of employment then BCVS will make all practicable efforts to accommodate their needs. This will include consideration of the provision of suitable work equipment; changes to work patterns; or changes to the tasks performed. If it is not possible to make adjustments to an existing post then the employee in question will be considered for other suitable posts should any be available including posts at a higher level of responsibility and salary which would not then be advertised to other applicants. At the employee's Annual Appraisal there will be a discussion about how BCVS can better make use of their abilities and develop them.

Similarly if an employee takes on a parental or caring role BCVS will make all practicable efforts to accommodate the employee's needs.

HEALTH, WELFARE AND SAFETY

BCVS will ensure that it provides a safe and secure working environment for its staff, which they will be encouraged to determine and maintain. BCVS will also ensure that both it and staff will at times work within the requirements of the Health & Safety at Work Act and associated legislation, and requirements under various EU directives. It will ensure that full risk assessments are regularly conducted and complied with.

STAFF CONDUCT IN DISCIPLINARY, GRIEVANCE AND CAPABILITY MATTERS

BCVS will implement procedures for dealing with matters of indiscipline, incapability and grievance related to individual employees: these are detailed in separate policies. Such procedures will be in an accessible form designed to support the avoidance of disputes and the resolution of differences in preference to the punishment of offence.

EMPLOYEE AND ORGANISATIONAL COMMUNICATIONS AND ACCESS TO INFORMATION

BCVS will ensure that systems are implemented which provide for the maximum effective exchange of information between itself and staff; and which encourage staff participation and contribution in policy development and organisational management. It has a general policy of maximum openness of information, subject only to the constraints of client confidentiality, managerial responsibility and the provisions of the Data Protection Act.

UNION RECOGNITION, EMPLOYEE REPRESENTATION AND CONSULTATION PROCESS

BCVS believes that for many matters, collective discussion through trade union representation can be the most effective way of developing the organisation: where staff are not members of Trade Unions, other collective arrangements may be more appropriate, and can be determined from time to time.

STAFF AND ORGANISATIONAL RESPONSES TO CLIENT NEEDS AND CONCERNS

BCVS will establish a framework of guidance for all its staff, which will set out standards for relationships with clients and other members of the public, recognising their special needs and how to respond to them, including an effective and fair complaints procedure. These principles will also apply to relationships between colleagues.

MANAGERIAL RESPONSIBILITIES

BCVS will set out the level and nature of responsibility for management and financial matters devolved to the Chief Executive and individual post holders (as indicated in job descriptions) and the role and responsibilities of the Board of Trustees.

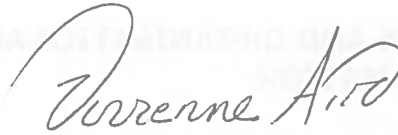
CLARITY OF ROLES AND FLEXIBILITY OF OPERATION

BCVS will annually review with individual staff their job description, with the objective of providing maximum job satisfaction through flexibility of role and a broad range of activities for each employee, commensurate with their status

within the organisation. This flexibility will be to ensure that the needs of BCVS and its clients will always be met to the highest possible standard, recognising resource limitations.

Date:

Signed:



Chair of BCVS Board

Chief Executive BCVS

Policy agreed: 18 September 2014