

# Delegated Officer's Decision

<b>Reference</b>	<b>Service Grouping</b>
Not applicable	Resources

<b>Subject:</b>	Transfer to WBC Conditions of Service Policy.
<b>Decision taken:</b>	Change to policy.
<b>Reason for decision taken:</b>	Change in frequency of writing to staff who could potentially transfer onto WBC terms and conditions.
<b>Other options considered:</b>	To leave the policy unchanged.
<b>Decision taken by:</b>	Nick Carter
<b>Scheme of Delegation Ref:</b>	3.3.6 (c)
<b>Job Title:</b>	Corporate Director (Resources)
<b>Those consulted:</b>	n/a - this is an administrative change.
<b>Background papers:</b>	Revised policy.

I confirm that I have fully advised and have taken account of all the relevant facts in making this decision.

<b>Date Decision Made</b>	<b>Date Decision will be Implemented (5 clear days)</b>
22 April 2014	29 April 2014

<b>Officer:</b>	Nick Carter
<b>Witnessed by:</b>	Moira Fraser
<b>Date:</b>	22 <sup>nd</sup> April 2014

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on 29 April 2014, then it will be implemented.

*If you have any queries regarding this decision, please contact:*

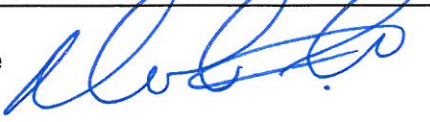
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Job Title: HR Manager  
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## Request for Approval by Chief Executive - HR Policies and Procedures

<b>Date</b>	14 <sup>th</sup> April 2014
<i>Following the resolution of the Council meeting held on 14<sup>th</sup> December 2006 to delegate decision making power to approve new or revised HR policies and/or procedures to the Chief Executive, approval is sought for the following policies and/or procedures:</i>	
<b>Type of documentation for approval</b>	<p><b>New policy</b> <input type="checkbox"/></p> <p><b>Revised policy</b> <input type="checkbox"/></p> <p><b>New procedure</b> <input type="checkbox"/></p> <p><b>Revised procedure</b> <input checked="" type="checkbox"/></p> <p><b>Other</b> <input type="checkbox"/></p>
<b>Title</b>	Transfer to WBC Conditions of Service Policy
<b>Contact Name</b>	Jane Milone
<b>Background (Including reasons for new/revised policy/procedure)</b>	<p>This is a procedural amendment to a policy first approved in 2008 by the Chief Executive. The aim of the policy is to encourage employees who have protected service terms as a result of a transfer in to WBC from another organisation to transfer to WBC service terms.</p> <p>Previously the procedure stated that HR would write to these employees on an annual basis (with full details of comparative service terms) to enquire whether they were interested in transferring. The revised policy replaces this with a 'periodic' enquiry which will enable HR to focus its limited resources on those individuals who are genuinely interested in considering a transfer. Where previous enquiries have led to no interest being expressed, HR will write to them less frequently than every year in future.</p>
<b>Consultation details</b>	n/a – this is an administrative change
<b>Other Options Considered</b>	n/a
<b>Appendices</b>	Revised policy
<b>Scheme of Delegation Ref:</b>	

**Request for Approval by Chief Executive - HR Policies and Procedures**

<b>Approved by the Chief Executive</b>	Signature  Date 22-4-2014
<b>Date Decision Made</b>	<b>Date Decision Implemented</b> – five clear working days
<b>Date from which procedure and advice notes will be effective</b>	As soon as possible

This decision is eligible to be 'called-in'. However, if the decision has not been 'called-in' by 5.00pm on \_\_\_\_\_, then it will be implemented.

*If you have any queries regarding this decision, please contact:*

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