



# HARROW MUSIC SERVICE

## EMPLOYEE HANDBOOK



**January 2023**

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## **INTRODUCTION AND USEFUL CONTACTS**

### **INTRODUCTION**

Your terms and conditions of employment with the Harrow Music Service are found in your statement of particulars, this employee handbook and in the London Borough of Harrow's various policies and procedures.

Your employee handbook forms an appendix to your statement of particulars, and you should keep the two documents together. Your employee handbook summarises some of the key policies relating to your employment. Some of the council's procedures are reproduced in full in this handbook and others are summarised. This employee handbook contains contractual and non-contractual documents. For the avoidance of doubt, if there are any inconsistencies between your employee handbook and the procedures, the procedures take precedence.

Should you have a HR query please email [AskHR@harrow.gov.uk](mailto:AskHR@harrow.gov.uk)

Amendments will be notified to you if they concern changes to any of the following:-

- Sickness provision
- Pension
- Disciplinary Policy
- Performance Management Policy
- Grievance Policy
- Sickness Absence Management Policy
- Remuneration
- Holiday Entitlement
- Collective Agreements

### **Changes in your personal details**

If you change your name or your address or change the person you have nominated as your emergency contact, you should notify HR, if you do not have access to D365, by emailing [payroll@harrow.gov.uk](mailto:payroll@harrow.gov.uk) and the Harrow Music Service Office [harrowmusicservice@harrow.gov.uk](mailto:harrowmusicservice@harrow.gov.uk)

If you change your bank details you should contact [payroll@harrow.gov.uk](mailto:payroll@harrow.gov.uk), who will send you the appropriate form to complete to ensure that your salary is paid into the correct account.

For staff without a harrow.gov.uk email address who cannot access the Intranet, please refer to [www.harrowmusic.org](http://www.harrowmusic.org) staff area to access current Council Policies or contact [harrowmusicservice@harrow.gov.uk](mailto:harrowmusicservice@harrow.gov.uk)

## Useful Contacts

Service	Contact details
<b>HR Payroll - contracts of employment and general payroll queries</b>	<a href="mailto:Payroll@harrow.gov.uk">Payroll@harrow.gov.uk</a> Telephone: 020 8901 2655 (extension 5955)
<b>HR Employee Relations</b>	<a href="mailto:AskHR@harrow.gov.uk">AskHR@harrow.gov.uk</a>
<b>Resourcing Service Permanent Recruitment</b>	<a href="mailto:Resourcing@harrow.gov.uk">Resourcing@harrow.gov.uk</a> Telephone: 020 8424 1983
<b>Agency Recruitment</b>	<a href="mailto:Harrow@pertemps.co.uk">Harrow@pertemps.co.uk</a> Telephone: 0208 426 3880
<b>Teachers Pensions</b>	<a href="mailto:teacherspensions@harrow.gov.uk">teacherspensions@harrow.gov.uk</a>
<b>LGPS Pensions</b>	<a href="mailto:pensions@harrow.gov.uk">pensions@harrow.gov.uk</a>
<b>Learning and Development</b>	<a href="mailto:Learningpod@harrow.gov.uk">Learningpod@harrow.gov.uk</a>
<b>Health and Safety</b>	<a href="mailto:Healthandsafety.healthandsafety@harrow.gov.uk">Healthandsafety.healthandsafety@harrow.gov.uk</a> Telephone: 020 8424 1407
<b>Occupational Health Services</b>	Health Management Ltd, Ash House, The Broyle, Ringmer, East Sussex, BN8 5NN Telephone: 0845 504 1000
<b>Workplace Wellness (Employee Assistance Programme)</b>	Employee Assistance Programme Free and confidential 24hour service offering legal advice/ guidance, debt counselling & financial information Telephone: 0800 111 6387
<b>Access to Work</b>	<a href="https://www.gov.uk/access-to-work">https://www.gov.uk/access-to-work</a>
<b>Trade Unions</b>	GMB 020 8424 1086 Unison 020 8424 1795 NEU – <a href="mailto:london@neu.org.uk">london@neu.org.uk</a> NASUWT – <a href="mailto:nasuwt@mail.nasuwt.org.uk">nasuwt@mail.nasuwt.org.uk</a> Musicians Union - <a href="https://musiciansunion.org.uk/contact">https://musiciansunion.org.uk/contact</a>
<b>Safeguarding</b>	Please refer any safeguarding concerns to Sue McCall or Monika Clifford-Varley <a href="mailto:sue.mccall@harrow.gov.uk">sue.mccall@harrow.gov.uk</a> <a href="mailto:monika.clifford-varley@harrow.gov.uk">monika.clifford-varley@harrow.gov.uk</a> or refer to HMS Safeguarding Policy

**Harrow Music Service Payscales**  
**Effective From April 22**

3	£24,782	Grade B				
4	£25,369	Entry Level				
5	£27,437	Music	Grade C			
6	£29,506	Teacher	Experienced			
7	£31,575		Music	Grade D		
8	£34,313		Teacher	Lead		
9	£37,050			Music		
10	£39,788			Teacher	Grade E	
11	£41,139				Teacher	
12	£42,490				Management	
13	£43,841				Responsibility	
14	£45,089					Grade F
15	£46,375					Deputy Man
16	£47,700					
17	£49,064					
18	£50,000					Grade G
19	£50,955					Manager
20	£51,930					

## **PAY DATE**

You are normally paid a twelfth of your contractual annual pay for teaching/PPA hours on the 25th of each month, which constitutes pay from the first to the last day of the month. Where this date falls on a Saturday or Sunday or a Monday public holiday, you will be paid on the preceding Friday. Payment is by credit transfer to a bank or building society operating within the Bankers Automated Credit System.

## **ANNUAL PAY REVIEW**

Pay rates will be reviewed each year in accordance with the nationally agreed pay award, the settlement date for which is April 1<sup>st</sup>

## **SALARY PROGRESSION**

Your letter of appointment or subsequent variation of contract letter will state your current salary and grade. Progression through the grade is by annual increments subject to a satisfactory appraisal outcome and is payable on 1st September each year until you reach the maximum of your grade.

You will not receive an increment until you have completed a year's service.

## **RECOVERY OF OVERPAYMENTS**

The Council will recover overpayments of salary and expenses incurred by employees in carrying out their employment.

It is the employee's responsibility to report receipt of an overpayment as soon as possible to their line manager and to HR to prevent the error continuing and to make arrangements for repayment.

## **PAY PROTECTION**

An employee will be entitled to pay protection where there is a reduction in their contractual pay as a result of:

- redeployment to avoid redundancy, or
- re-grading as a result of job evaluation
- restructuring or reorganisation of work

With effect from the start of their new contract, pay protection will be based on the difference between their previous and new contractual pay, provided that the difference is no more than 20%. Where there is more than a 20% difference between the previous and new contractual pay, only 20% will be protected.

Pay protection will be a phased reduction of pay over a period of not more than two years, as follows:

- Year One - 100% of the difference for the first 12 months from the date of the redeployment
- Year Two - 50% of the difference for the following 12 months

Note - Where an employee moves to a higher paid role during the pay protection period, pay protection will cease.

## **PAYMENT FOR FIXED TERM AND PERMANENTLY CONTRACTED STAFF**

### **Monthly payments for Fixed Term and Permanently contracted staff**

Staff with Fixed Term or Permanent contracts on the Entry Level Music Teacher, Experienced Music Teacher and Lead Music Teacher pay scales/bands will be paid monthly for Teaching and Preparation, Planning and Assessment (PPA) time up to a maximum of FT teaching/PPA hours equivalent to 27.5 hours a week or 1072.5 hours per academic year (September 1<sup>st</sup> to August 31<sup>st</sup>).

### **Calculation of Preparation, Planning and Assessment Time**

This is calculated at 10% of teaching hours added on. For Whole Class Instrumental Programmes and Music's Cool whole class teaching, 25% is added on to acknowledge the additional preparation, planning and assessment needed for these activities.

Staff with Fixed Term or Permanent contracts on the Music Teacher with Management Responsibilities or Deputy Manager or Manager pay scales/bands are expected to work for 30.5 hours per week and are not able to claim for any additional duties.

### **Additional Duties for Fixed Term and Permanently contracted staff**

Staff with Fixed Term or Permanent contracts on the Entry Level Music Teacher, Experienced Music Teacher and Lead Music Teacher pay scales/bands are expected to work 27.5 hours a week teaching and PPA and an additional 3.05 hours a week or 119 hours a year (FTE) in additional duties supporting their teaching. These are listed below:

- Attendance at staff meetings
- Attendance at training
- Liaison with school Music Coordinators/Heads of Music Departments/School Admin
- Peer observations
- Concerts for schools
- Examination preparation
- Instrumental parents evenings
- GCSE/Btech/Alevel recordings
- Festival arrangements
- Arrangements for ensembles
- Instrument preparation (moving and tuning instruments) for class groups on particular instruments (steel pans, strings)
- Appraisal
- Lead Teacher time for observation, mentoring and coaching
- Management time for Management responsibilities
- Report writing
- Accompanying for students
- Festival participation
- Backing tracks for schools and Festival arrangements
- CPD



Or any other duties required by the Manager or requested by staff and agreed with the Manager.

Staff with Fixed Term or Permanent contracts on the Music Teacher with Management Responsibilities or Deputy Manager or Manager pay scales/bands are also expected to work for 30.5 hours per week but may also have to work additional hours to cover their Management responsibilities.

## **PAYMENT FOR SUPPLY CONTRACTED STAFF (AS AND WHEN)**

### **Claimed Teaching Hours for Supply Teachers**

Supply teachers will claim hourly on the Entry Level Music Teacher or Experienced Music Teacher pay scales/bands. If a Supply Teacher is offered regular work, they will be awarded a Fixed Term contract and paid as other Fixed Term employees (see above).

### **Additional hours**

Part time employees who work additional Teaching/PPA hours up to 27.5 teaching/PPA hours for Teaching grades (Entry Level Music Teacher, Experienced Music Teacher or Lead Music Teacher) and up to 30.5 hours for Management grades (Music Teacher with Management Responsibility, Manager or Deputy Manager) will be paid their contractual hourly rate with no enhancements, unless it is a bank holiday.

## **EMPLOYMENT CONDITIONS**

### **DURATION OF THE CONTRACT**

Contract will run from 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023, the academic year.

### **FIXED TERM TO PERMANENT CONTRACT**

Fixed-term employees with four or more years of continuous employment who have their contracts renewed or are re-engaged on a new fixed-term contract are deemed to be employed on a permanent (or indefinite) contract.

### **CONTINUOUS SERVICE**

You are required to confirm that the dates of continuous service, set out in your statement of, are correct within 8 weeks of taking up your job with the Council. If you do not, the Council will take the dates recorded as being correct and agreed by you.

Continuous service affects your entitlement to a range of benefits and statutory entitlements, including the occupational sickness and maternity schemes and redundancy. Other than for redundancy where the break in service to lose continuity of payments has to be of more than 4 weeks, it is 1 week's break in service for other benefits and statutory entitlements. You may therefore have more than one different date for continuous service.

1. If this is your first job in local government, the date you commenced employment with the Council is the date your continuous service date started and is used for all purposes.
2. If you worked for Harrow immediately before commencing this job and you have ceased that employment, and you had no break in service, your original date of commencement with the Council will count for all purposes.
3. If you worked for another Council (or any other body covered by the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 (the Modification Order) immediately before commencing this job and you ceased that employment, service from that authority will count towards the Occupational Sickness Scheme and the Occupational Maternity Scheme and redundancy payments. This will be recorded as cumulative service.
4. If you currently have another job with this or any local authority and you do not intend to give up that job, then length of service in your other current job will count as continuous service towards the calculation of entitlement to annual leave, the Occupational Sickness Scheme and the Occupational Maternity Scheme and redundancy.

The earliest continuous service date may, however, only be used once for calculating redundancy payments.

5. If you are voluntarily returning to work in local government employment, without a break, and your employment with your last employer was part of a TUPE transfer, previous continuous local government service will be recognised for occupational

maternity leave/pay and occupational sick pay, provided your return to local government service is within five years of the original transfer.

The above does not, however, affect your entitlement to redundancy pay which is calculated based on service in current employment.

This agreement applies to all employees who have returned to local government service since 1<sup>st</sup> April 1997; however, the calculation of the resulting benefits, such as additional leave, will only take effect from 1st April 2002.

If 3, 4 or 5 above apply, you should bring this to the attention of Human Resources.

## **DECLARATION OF INTERESTS**

You must inform your Director if you have:

- any financial or non financial interests which could bring about conflict with the Council's interests;
- are a member or intend to become a member of any organisation, not open to the public, without formal membership and commitment of allegiance or which has secrecy about rules or membership or conduct.

Further information and notification form can be found on the HR intranet – Working for Harrow – Business Principles – Private Working

## **CODE OF CONDUCT**

The council's code of conduct policy for employees is available for viewing via the HR Intranet. – Working for Harrow – Values and Behaviours

## **PROBATION PROCEDURE**

All new appointees to Harrow are subject to a probationary period. The initial 26 weeks\* of your appointment is a probationary period during which you are required to establish your suitability for the job. Should you fail to satisfy the Council as to your suitability, your employment with the London Borough of Harrow may be terminated.

To successfully complete your probation period, you must complete all mandatory training and attend Corporate and Departmental Induction.

During your probationary period the period of notice that the Council is required to give is four weeks irrespective of your grade.

## **GRIEVANCE PROCEDURE**

The Council expects employees to maintain good relationships with colleagues and members of the public, is committed to the belief that every employee has the right to

be treated fairly and with dignity and respect at work and to work without fear of discrimination, bullying or harassment.

The Council encourages anyone who considers that they have been the subject of any unfair or unjustified treatment to bring this to the notice of management.

The Grievance Procedure ensures that employee complaints are responded to in a fair and consistent manner and resolved as soon as possible.

The employee who raised the grievance may be accompanied by their trade union representative or work colleague at formal meetings and will have the right to appeal against the Manager's decision or response to their complaint.

For further information the complete grievance policy can be viewed on the HR intranet - HR Policies & Procedures – Grievance

## **DISCIPLINE PROCEDURE**

The aim of the Discipline Procedure is to help and encourage all employees to achieve and maintain acceptable standards of conduct.

The Discipline procedure is used to ensure that Managers promptly address concerns relating to conduct and take all reasonable steps to assist employees to reach and maintain the required standards of conduct/behaviour and identifies actions which may be taken to address concerns.

Where, following an investigation, it appears an employee's conduct may warrant disciplinary action a Discipline Meeting will take place. This could result in a first or final warning being issued or where the misconduct is cumulative or one of gross misconduct, the employee's contract of employment may be terminated.

Employees may be accompanied by their trade union representative or work colleague at formal meetings and have the right to appeal against any decision to take disciplinary action.

For further information the complete disciplinary process can be viewed on the HR intranet – HR Policies & Procedures – Discipline

## **MUSIC SERVICE PERFORMANCE MANAGEMENT PROCESS**

The annual cycle for teachers is usually from September to July however, this has been adapted to acknowledge that the incremental increases will be awarded subject to satisfactory appraisal on April 1<sup>st</sup> each year. The cycle will therefore be:  
September – October: objective setting for the academic year and review of the previous year for all staff employed the previous year with increments awarded in April.

For staff employed after April of the previous year, post September of that year, a separate review session will be held in late February/early March to assess progress against objectives for the April 1<sup>st</sup> deadline.

## NOTICE PERIODS

1. The employer and Teacher must adhere to the provisions of the Green Book when giving notice to terminate employment.  
The minimum period of notice to which a teacher is entitled, and must give on resignation, is a full half term.
2. If, however, a teacher (whose employment is being terminated by the employer) has more than 8 years service, then notice must be given as specified within the Employment Rights Act 1996.

### Statutory Notice

After more than 1 month, but less than 2 years' continuous Local Government service	1 week's notice
2 years or more, but less than 12 years' continuous Local Government service	1 week's notice for each year of continuous service
More than 12 years' continuous Local Government service	12 weeks (maximum)

## RIGHT TO WORK IN THE UK

Prior to commencing your employment with Harrow Council, your documents will have been checked to ensure that you have the right to work in the UK. It is your responsibility to ensure that you maintain this right and inform your Manager if there are any changes to your circumstances which could affect your status.

You may be asked, at any time, to provide relevant documentation to verify your right to work in the UK.

If, for any reason, you lose the right to work in the UK your employment with the Council will cease.

Further details are available from the HR via [askhr@harrow.gov.uk](mailto:askhr@harrow.gov.uk)

## PLACE OF WORK

In accordance with your terms and conditions of employment, the Council reserves the right to vary your work base, within reason, in consultation with you, taking into account your personal circumstances. The Council does not pay excess travel costs incurred in this situation.

Your normal place of work is at a school or various schools or at another venue or other venues within the Music Service, as may be agreed between you, the Music Service and the schools/other venue/Council.

## **EMPLOYMENT PROCEDURES AND GUIDANCE**

Employment Policy statements are contractual, but employment procedures and any supporting guidance, including best practice notes, are non-contractual.

### **DECLARATION OF CRIMINAL CONVICTIONS**

During the recruitment process, all applicants for employment with the London Borough of Harrow are required to disclose details of criminal convictions, cautions, bindovers or reprimands and any pending prosecutions.

In addition, if your post is one of those subject to certain provisions in the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, you will have been required to disclose details of any criminal convictions, cautions, bindovers or reprimands which in other circumstances would be considered “spent”. Your appointment will have been made subject to a satisfactory criminal records check obtained from the Disclosure and Barring Service (DBS). You will not be allowed to teach until you have been given an enhanced DBS which is administered by the Harrow Music Service.

All employees are required to inform their manager immediately if, at any point during their employment with London Borough of Harrow, they receive a criminal conviction, caution, bindover or reprimand or are charged with an offence, irrespective of the post they hold.

If it subsequently comes to light that an employee has failed to disclose convictions, etc. at the appointment stage, or during the course of their employment at Harrow, their employment may be subject to disciplinary action including dismissal.

### **SICKNESS ABSENCE**

#### **Notification of sickness absence**

You must notify your Line Manager, at the School, and the Music Service administration team of the reason for your absence as soon as possible but no later than 8.00am on the first day of absence; or ensure that someone else does this for you as soon as possible.

You must remain in regular contact with your Manager regarding your continued sickness absence until there is a clear indication of the duration of sickness absence e.g. receipt of a Statement of Fitness for Work.

Your absences will be monitored in accordance with the Council’s Sickness Absence management policy.

The Council’s Sickness Absence Procedure and Policy can be found on the Staff section of the HMS website.

### **UNAUTHORISED ABSENCE**

If you are absent from work you are required to inform your Manager of the reason for your absence and provide any supporting documentation if requested. If you fail to do so within a reasonable time or if your Manager considers the reason for your absence is not acceptable then your absence will be considered unauthorised.

Unauthorised absence is unpaid and disciplinary action may be taken against you.

## **SECURITY IDs**

As part of its commitment to the safety and security of its staff and property, the Music Service issues staff with a photo ID card, to be carried and worn when working for the Music Service. Photographs are not published or made available externally, or to anyone other than Music Service staff. This use of staff ID photographs for security purposes complies with the relevant GDPR regulations.

## **CONFIDENTIALITY**

During the time you are working for Harrow Music Services, as part of your normal duties, you may have access to confidential information that can identify a client, an employee or service user. In addition, you may have access to confidential information in relation to Council business e.g. financial, planning proposals, etc. This confidential information should not be revealed to any person except in the proper course of your duties.

Confidential information also includes all information which has been specifically designated as confidential by the council and information which relates to the commercial and financial activities of the council, the unauthorised disclosure of which would embarrass, harm or prejudice the council.

Information relating to past, current or prospective clients, employees and service users is confidential and should not be discussed or disclosed outside of the work environment and must be held and processed in accordance with relevant council policies and Data Protection Legislation.

All records, documents and other papers considered to be confidential, together with any copies or extracts thereof, made or acquired by you in the course of your employment shall be the property of the council and must be returned to the council on termination of your contract.

You should not, unless authorised by the council or required by your duties under your employment contract, use for your own benefit or gain or divulge to any persons, firm, company or other organisation whatsoever any confidential information belonging to the council or related to its affairs or dealings, which may come to your knowledge during your employment. Even where confidential information enters the public domain via another source, you should refuse to confirm the information if requested to by persons outside the authority and raise the issue with your manager.

You will be guilty of a breach of trust and potentially subject to disciplinary action including dismissal, if personal information relating to clients, service users and third parties is revealed to any person except in the proper course of your duties.

Under Data Protection Legislation and the Freedom of Information Act, members of the public have rights to access certain information. If a request is received the statutory requirements of these acts must be complied with. However, if you are unsure about the status of any information or whether you should respond to a request for it, seek advice from your line manager or a data protection officer.

## **SAFEGUARDING**

It is essential that everybody working in a school or college understands their safeguarding responsibilities. Staff who work with children will be asked to read at least Part one of the 'Keeping children safe in Education' guidance every year when the guidance is published and updated.

In addition staff need to be aware of their responsibilities to contact the current safeguarding leads for HMS, Sue McCall or Monika Clifford-Varley, and the school (if there is one involved) in the event of an incident, disclosure or other indication of a safeguarding issue. In circumstances where this cannot be dealt with by the Music Service, a referral will be made to the Local Area Designated Officer at Harrow Council.

## **DISCLOSURE OF INFORMATION - WHISTLEBLOWING**

All council and school employees are expected to alert the council/school of any genuine concerns they have about practices, which could undermine the trust and confidence of the public in the council/school or its employees.

The council's Whistleblowing Policy & Procedure sets out in detail how to raise serious concerns and the actions that the council will take to investigate the situation. The procedure offers protection to employees provided their disclosures are made in good faith to other officers within the council or other named persons within the procedure.

Concerns should be raised in the first instance with the Monitoring Officer. Where this is not appropriate, for example, if you suspect that the Monitoring Officer is involved in the matter complained of, you should approach the Chief Finance Officer.

If you need to discuss the issue, confidential support is available from your trade union.

Further information can be found on the HR intranet – Working for Harrow – Values & behaviours – Whistleblowing

## **EMPLOYMENT OF RELATIVES/ PARTNERS/ FRIENDS**

This policy provides guidance for employees working with relatives, partners or close friends and sets out procedures to ensure there can be no grounds for suspicion that employment decisions could in any way be influenced by improper motives.

There should not be a line management relationship between relatives, partners or close friends, except in exceptional circumstances. If a line management relationship does exist specific rules are set down concerning authorisation and documentation processes. Where a relationship develops in the working environment, an assessment must be made of the possible implications and consideration given to any action which may need to be taken.

Further information can be found on the HR intranet – Recruitment – Permanent policy & procedure – Employing friends and family



## EMPLOYEE RECORDS AND DATA PROTECTION

Your records are held in accordance with Data Protection Legislation.

You should be aware that the Council will collect, retain and process personal information about you on your personal file, in the recruitment system and in payroll and pensions systems. Information relating to you will be used for workforce monitoring purposes.

The Council regularly produces a detailed workforce profile analysing the nine protected characteristics (i.e. sex, race, disability, age, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civic partnership, religion or belief) by pay bands. The Council also uses this information to monitor Council employment policies and procedures and, in addition, produces ad hoc reports and responses to survey requests from other organisations.

You will not be personally identifiable in these statistics as classification will be by group e.g. by ethnic origin, gender, age, etc.

In addition, data is taken from a number of Council systems for other specific purposes (see section ***national fraud initiative*** below).

You also have the right of 'subject access', under this Act, which means you have a right to find out what information is held about you on computer and paper records in relevant filing systems.

If you wish to view or receive a copy of the personal data held on you, you should do so in writing to [Payroll@harrow.gov.uk](mailto:Payroll@harrow.gov.uk)

From time to time you will be asked to confirm that the personal information held on you by the Council is correct.

If you have any concerns regarding your personal information held by the council please contact the HR Service Centre on 020 8 901 2655.

## THE NATIONAL FRAUD INITIATIVE

The council participates in the National Fraud Initiative (NFI) which is led by the Cabinet Office for which participation by local authorities is mandatory as laid out in Paragraph 2 of [Schedule 9 of the Local Audit and Accountability Act 2014](#). The NFI exercise principally helps ensure that fraud is prevented and detected and any subsequent overpayments identified are dealt with appropriately. The NFI has run every two years since 1996 and is firmly established as the United Kingdom's premier public sector fraud detection exercise. The exercise has identified in excess of £1.69 billion of fraud and error overpayments since its inception and some interesting case studies can be read [here](#). It uses advanced data matching techniques to tackle a broad range of fraud risks faced by the public sector such as council tenants with a council property in each of two authorities or a public sector employee on long-term sickness leave from one organisation while working for another. Matches are provided as referrals to participating bodies in a user friendly application to allow prioritisation of matches and dissemination to investigators without compromising data privacy requirements.

Data is taken from a number of the council's systems such as payroll, pensions, housing benefit, housing tenancy, creditors, blue badges, concessionary travel, private care homes, social care personal budgets, council tax and electoral roll and submitted into the exercise.

The use of data for NFI purposes continues to be controlled to ensure compliance with data protection and human rights legislation. The Cabinet Office has published a Code of Data Matching Practice following consultation with the Information Commissioner and other stakeholders. The Code can be accessed on the [NFI webpage](#)

## **INFORMATION GOVERNANCE & SECURITY POLICIES**

These policies and associated guidelines will provide assurance to stakeholders, partners, citizens and employees of the Council, that their information is held securely and used appropriately by the Council, whilst complying with legislation and allowing required audits. These policies apply to all users of Harrow Council information or information systems including members, employees, temporary workers, contractors, volunteers and any authorised 3rd parties (except where a 3rd party acceptable use policy is in existence and is covered as part of a data sharing agreement).

The Council is required by law to secure the information trusted to it and reserves the right to monitor the use of its IT Systems to perform this function. Examples of this monitoring are:-

- Detection and prevention of loss of personal data (e.g. customer data)
- Detection and prevention of loss or theft of intellectual or physical business property
- Improving employee productivity and performance

The Council process this information under its legitimate interests and contract processing conditions. Please review the acceptable use policy and information and governance and security policy for further information. Any actual or suspected breaches of these policies affecting the Council's systems or information (electronic or manual based) will be thoroughly investigated. This may constitute misconduct or gross misconduct and will be dealt with under the Council's Discipline procedure.

## **SMOKING POLICY**

Smoke free legislation in force from 1 July 2007 makes it an offence to smoke in enclosed public premises including the workplace and in work vehicles. It is therefore an offence for anyone to smoke within any Council premises.

The council is also encouraging people not to smoke outside access points to any council owned building nor to allow smoke to enter through windows where staff are working.

Employees are allowed to take up to four smoking breaks per day but are required to make up the time spent away from their work.

It is the Council's responsibility to enforce the regulations through Environmental Health. Employees who fail to comply with could receive a fine (by Environmental Health) and/or be subject to disciplinary action (by their manager).

Advice on where to go to get help in giving up smoking can be provided by Occupational Health.

## **BENEFITS**

### **PENSIONS**

You will automatically be admitted to the Teachers' Pension scheme upon application and will start making contributions to the scheme unless you positively elect to opt out.

Further information on the Scheme is available from [www.teacherspensions.org.uk](http://www.teacherspensions.org.uk)

### **SICKNESS PAYMENTS**

Harrow operates a sickness payments scheme for all employees, which runs alongside the Statutory Sick Pay Scheme.

If you are absent from work due to illness you will receive an allowance as follows:-

During 1st year of service	1 month's full pay and (after completing 4 months' service) 2 months' half pay.
During 2nd year of service	2 months' full pay and 2 months' half pay.
During 3rd year of service	4 months' full pay and 4 months' half pay.
During 4th and 5th years	5 months' full pay and 5 months' half pay. After
5 years' service	6 months' full pay and 6 months' half pay.

If you are in receipt of Statutory Sick Pay, Sickness or Incapacity Benefit, these allowances will be deducted from the Occupational Sick Payments made to you by the London Borough of Harrow.

In accordance with Harrow's Sickness Absence Procedure, your employment may be terminated for consistently failing to attend work due to sickness. The decision to dismiss may be made before your entitlement to sick pay expires and on dismissal your entitlement to sick pay would cease.

### **COUNCIL'S INSURANCE COVER FOR EMPLOYEES**

If you suffer loss or damage, including personal injury, through the council's negligence, you can claim against the council for damages. The council's main insurance covering this is the Employer's Liability Insurance.

The council is also insured to cover any injury from assault in the course of your duties. The council covers claims arising from 3rd parties, e.g. clients, relating to loss or damage caused by negligence of employees, including goods held on trust on behalf of clients.

### **HOLIDAYS**

You are entitled to the equivalent of 13 weeks' paid holiday per holiday year (including all bank holiday entitlements). [Term time consists of 39 Weeks]

The Teacher's holidays coincide with periods of Music Service closure and public holidays, details of which will be notified to the Teacher by the Music Service from time to time.

### **MATERNITY LEAVE AND PAY**

Harrow's maternity scheme operates alongside the Statutory Maternity Pay Scheme.

All pregnant women regardless of length of service are entitled to paid time off for ante-natal care and a minimum of 52 weeks maternity leave commencing no earlier than 11 weeks before the week the baby is due.

Levels of maternity pay are dependent upon earnings and length of continuous local government service.

### **ADOPTION LEAVE AND PAY**

Harrow's adoption scheme is based on the principles of the maternity scheme. You are eligible for adoption leave provided you meet the criteria as laid down in the scheme.

### **PARENTAL LEAVE**

Parents of children under the age of 5 have the right to take time off work to look after a child (parental leave) until the child is 5 years old.

Both parents can qualify for up to 18 weeks' unpaid parental leave, per child (from 8 March 2013), provided they have one year's continuous employment with the London Borough of Harrow.

Up to 4 weeks parental leave may be taken each year, in blocks of a week. Employees are required to give notice and agree the timing of their parental leave with their manager.

There are slightly different arrangements for adopted children and children with disabilities.

Further information can be found on the HMS website.

### **MATERNITY SUPPORT LEAVE/ PATERNITY LEAVE**

Harrow Council grants up to one week's paid leave (Maternity Support Leave), to the child's father or the partner or nominated carer of an expectant mother at or around the time of the birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide care to the mother around the time of the birth.

Those employees who meet the statutory criteria will be entitled to a second consecutive week's leave (Ordinary Paternity Leave), paid at the statutory rate.

The legislation also allows for the partners of those taking maternity leave or adoption leave to share the maternity or adoption leave and pay if the mother does not take all of their entitlement and they fulfil the relevant criteria to qualify for Additional Paternity Leave and/or Pay.

## **OTHER LEAVE**

The council has the discretion to grant additional leave, in exceptional circumstances, if the employee has no other way of covering their absence. The leave may be paid or unpaid, depending upon the circumstances.

## **OCCUPATIONAL HEALTH SERVICE**

A completely independent and confidential Occupational Health Service is available.

The OHS provides an online service for making medical assessment referrals and new starter health assessment referrals, with a majority of assessments conducted over the telephone. Complex cases requiring a face-to-face assessment will be carried out, upon request.

## **EMPLOYEE ASSISTANCE PROGRAMME**

The Council provides an independent advice, information and counselling referral programme, which includes free telephone round-the-clock, confidential access to practical advice and emotional support from fully qualified professionals. This service is available to employees and their spouse/partner and dependent children.

Telephone: 0800 111 6387

## **PROCEDURE FOR DEALING WITH DRUG/ALCOHOL MISUSE**

This procedure emphasises the risks associated with alcohol and drugs; and offers support to employees (including referral for counselling or treatment).

You can seek help through your GP or one of the specialist agencies. You are also encouraged to seek help through your manager who can refer you to the Council's Occupational Health Service (HML) or directly through the Council's Employee Assistance Programme.

If your manager considers that you are exhibiting symptoms of possible alcohol/drug misuse, he/she will interview you regarding the effects on your job performance. You may be represented by a trade union or work colleague. As a result of the meeting, the following action may be taken:

- (i) Referral to OHS
- (ii) A review period may be set during which your performance and conduct must improve, if alcohol/drug misuse is not established.

Progress meetings will be held to monitor and review the situation.

## **HIV GUIDANCE**

If you become HIV positive you will be encouraged to continue to perform your duties, wherever possible.

You would be entitled to paid time off to attend hospital or clinical appointments and have access to counselling and support services provided by the council's Occupational Health Service.

You would not be required to disclose your HIV status but if you do so this information will not be passed on to anyone else without your explicit permission.

## **LEARNING AND DEVELOPMENT**

Training days are provided twice a year for all teachers and includes mandatory training in Data Security, Safeguarding and Equalities.

Staff meetings are held on a weekly basis and will include some training.

Appraisal meetings are held on an annual basis as part of performance management.

All staff are observed teaching on an annual basis.

## **EX-GRATIA PAYMENTS**

If you suffer loss or damage to your property whilst engaged on council duties, you may be eligible to receive an ex-gratia payment of up to £250 subject to agreement by your director.

## **REDUNDANCY PAYMENTS**

Payments will be based on age and length of service. Details of the scheme are set out in the Managing Organisational Change Policy.

Volunteers for redundancy and early voluntary retirement will be considered prior to compulsory redundancies being applied.

Selection of employees for redundancy will be in accordance with the criteria set out in the Managing Organisational Change Policy.

## **REDEPLOYMENT**

Redeployment is generally considered for three main reasons:

- Avoidance of redundancy
- Sickness or performance
- Medical reasons

In these cases, alternative employment will be sought and suitable vacancies brought to the attention of affected staff who will be interviewed ahead of other candidates. Any training needs in relation to the job will be taken into account. In an avoidance of redundancy or medical redeployment situation, redeployees have the right to a four week trial period in the new job.

## **RETENTION OF DISABLED EMPLOYEES**

The Council is committed wherever possible to retaining employees who become disabled.

## **RETIREMENT**

Harrow Music Service teaching staff are on Teachers' Pensions.

For all information and advice regarding Teachers' Pensions, please contact the Teachers' Pension website (<https://www.teacherspensions.co.uk/>) and set up an account for regular updates or email [teacherspensions@harrow.gov.uk](mailto:teacherspensions@harrow.gov.uk)

## **INTERNET POLICY**

This policy is applicable to staff with access to Harrow Council's email, internet, facilities and provides guidance to employees on use of Harrow's internet and e-mail facilities for work purposes and personal use.

Employees' usage of the internet and e-mail will be monitored. Misuse or unreasonable use of internet services, or other conduct in breach of the policy or guidelines, may constitute misconduct or gross misconduct and will be dealt with under the council's disciplinary procedure.

All employees granted Internet access will be issued with the policy and requested to sign that they have read it.

## **PERSONAL USE OF COUNCIL FACILITIES**

The property of the council may only be used for work purposes and not for personal benefit. This means that you should not use council equipment e.g. photocopiers, fax machines for purposes other than those related to your job with the council.

## **CAREER BREAK SCHEME**

The council operates a career break scheme to encourage employees to continue their employment with the council.

The career break scheme allows employees to have a break of up to two years for specified reasons and to return to work without incurring a break in service. Applications for this scheme require director approval.

## **CONSULTATION/ NEGOTIATION ARRANGEMENTS**

### **TRADE UNION MEMBERSHIP**

The Council believes in the principle of solving employee relations problems by discussion and agreement. The Council recognises a number of trade unions and supports the system of collective bargaining. It is sensible for you to be in membership of an appropriate trade union and you are encouraged to do so.

### **CORPORATE JOINT COMMITTEE**

The Corporate Joint Committee (CJC) is the main forum for negotiation and consultation between management and the Trade Unions on corporate matters. The CJC meets on a quarterly basis with more regular interim meetings to progress items.

The CJC is concerned with all conditions of service implications which affect all employees of the council. These include policies and procedures such as the grievance procedure, the disciplinary procedure, equal opportunities policy. The CJC also discusses issues arising from proposals to change working practices and procedures, training and development.

The current membership of the CJC comprises Officers of the Council, representatives from Unison, GMB, the teachers' and public health trade unions.

In addition, the Chief Executive, Departmental directors, Trade Union Regional Officers are invited to attend on an ad hoc basis:

Issues unresolved at the CJC are referred to the Employees Consultative Forum SubGroup.

### **DIRECTORATE JOINT COMMITTEE**

The Directorate Joint Committee (DJC) is one of the main fora for negotiation and consultation between management and the trade unions on Directorate matters. The DJC meets quarterly and Sub Committees may be established where appropriate.

The DJC considers issues relating to a range of employment matters and service issues relating specifically to the Directorate. The DJC does not consider issues which affect more than one directorate.

The DJC membership comprises Officers of the Directorate, HR representative and teachers' trade unions. In addition, Director(s), Trade Union Branch Secretaries and Regional Trade Union Officials may attend from time to time.

Unresolved issues may be referred by either side to the Employee Consultative Forum.



## **EMPLOYEES CONSULTATIVE FORUM SUB GROUP**

Issues for consideration by the Employees Consultative Forum (ECF) Sub Group can be raised by either management or the trade unions following failure to agree at the CJC or Departmental Joint Committee (DJC).

At the ECF Sub Group, council members can consult trade union representatives on council policies and strategies and, if appropriate, make recommendations to the Cabinet on such issues. The membership of the ECF sub group comprises Councillors and representatives from trade unions.

Decisions of the Sub Group are reached by a majority vote among elected members and are the last stage in the local procedures and in the normal course of events will be implemented immediately unless they form the subject of recommendations to the Cabinet or unless either side decides to refer the dispute to the Joint Secretaries of the Greater London Provincial Council for resolution.

## **EMPLOYEES CONSULTATIVE FORUM**

The Employees Consultative Forum (ECF) decides upon matters relating to Health and Safety, Equalities and the Budget.

The ECF provides a forum for discussion on matters of mutual interest and endeavours to secure the promotion and co-operation between the council and employees in instigating, developing and recommending the carrying out of measures for the health and safety at work of employees.

The ECF will provide for regular consultation between the council and its employees to promote equal opportunities in employment and to review progress in implementing the Council's equal opportunities policy.

The membership of the ECF comprises Councillors and representatives from Unison, GMB, teachers' and public health trade unions.

The committee meets four times per year.

## **CONDITIONS OF EMPLOYMENT**

Your pay and conditions of employment are determined locally. However, some conditions are in accordance with National agreements as negotiated by the National Joint Council (Soulbury Committee for educational psychologists and JNC for youth workers).

From time to time, following consultation with the appropriate trade union, the council may introduce policies or procedures which have not been agreed with the trade unions.

The council undertakes to ensure that any changes will be notified to you individually or will be entered in the above document or otherwise recorded for you to refer to in the Human Resources and Development office within one month of the change (as required by law).

## **EQUALITY AND DIVERSITY**

### **EQUAL OPPORTUNITIES AND DIVERSITY**

Harrow prides itself in being one of the most ethnically and religiously diverse boroughs in the country with people of many different backgrounds and life experiences living side by side. It is the richness of this diversity, and the positive impact that it has on the borough and our community, that we believe helps make Harrow such a great place to live, work and visit.

The London Borough of Harrow is committed to pro-actively eliminating discrimination, advancing equality of opportunity and fostering community cohesion as a community leader, as a provider and commissioner of services, and as an employer. This is central to achieving our vision for the borough, developed together with partners, the voluntary and community sector (VCS), our staff and elected members, which is 'A Proud, Fair & Cohesive Harrow, a Great Place to Live, Work & Visit'.

In serving a diverse population, the Council aims to ensure that all groups and individuals within the community and the workforce are given the full opportunity to benefit from the services and employment opportunities it provides irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, political beliefs or trade union activities.

As an employee you have a duty to support the Council's Equality of Opportunity policy ensuring this is adhered to. The Council will not tolerate behaviour that is contrary to the spirit of the Equality of Opportunity policy e.g. less favourable treatment or offensive jokes, or display of material of a homophobic, Biphobic, transphobic, racist or sexist nature. As a manager, you have a duty to ensure the policy is promoted within your team and service. A breach of the policy by employees will be treated as a disciplinary offence.

The Council has a strategic equality objective to develop 'An inclusive workforce that feels valued, respected and reflects our community'. As part of this we monitor the diversity of our workforce and encourage all employees to provide their social identity information, in confidence. This workforce data also allows us to improve workplace practice, policy and identify and address any potential discrimination. All information provided will be processed in accordance with current Data Protection Legislation.

### **Zero Tolerance Statement**

At Harrow Council we believe that all our staff, management, residents, councillors, and suppliers have the right to work or live in an environment free from all forms of prejudice and abuse. The Council considers all forms of diversity to be positive and enriching for the borough and should be celebrated. We take a strict zero tolerance approach to any form of discrimination, harassment, victimisation, aggression or bullying including the prohibited conduct described in the Equality Act 2010. Any allegations of such behaviour will be taken seriously and investigated; and appropriate action will be taken where deemed necessary.

We actively uphold the right of every individual to be treated with dignity and respect. We also believe that everyone has the right to be treated equitably.

Likewise, we believe that our staff at Harrow Council should be able to work with the local authorities' wider stakeholders without being subject to any form of bullying, harassment, or discrimination. We therefore extend the principles of our Zero Tolerance Statement to issues

surrounding stakeholder engagement. The prohibition on behaviours described in this statement extends to the wider suppliers, residents, customers, visitors and members that our employees are required to work with.

Keeping our staff safe when working with the Council's stakeholders and partners is one of our key priorities as an employer. This means that we fully support and encourage any staff member who is experiencing/has experienced, or witnessed, any form of discrimination, bullying, and harassment to report the issue to their manager, Human Resources or through alternative confidential reporting and support channels, such as the EDI team. No act is too small to be addressed or raised.

If a member of staff breaches our approach to zero tolerance and acts unreasonably or in an offensive manner, we encourage our residents, customers, suppliers, visitors, and members to follow the Council's complaints procedures including the online form or via telephone and email. Every complaint will be taken seriously and will be investigated.

We are openly committed to creating a secure, welcoming, and friendly environment that protects the dignity and equality of all staff members, managers, residents, visitors, councillors, and suppliers that work for or in partnership with the local authority.

### **Dignity and Respect at Work**

The Council expects employees to maintain good relationships with colleagues and members of the public, and is committed to the belief that every employee has the right to be treated fairly and with dignity and respect at work and to work without fear of discrimination, bullying or harassment. We appreciate it may not always be easy for Lesbian, Gay, Bisexual and Transgender (LGBT) staff to be themselves or 'out' at work. We have therefore signed up to Stonewalls Diversity Champions Programme to help make Harrow an inclusive organisation, so LGBT staff can be out at work if they wish to do so.

The Council will not tolerate any form of harassment and the Grievance procedure concentrates on trying to resolve the harassment issue within the workplace initially, particularly where the belief is that the harassment was not intentional. However, the Discipline Procedure will be invoked and summary dismissal will follow where the harassment is considered to amount to gross misconduct.

## **HARROW COUNCIL'S EQUALITIES STRUCTURE**

In light of the new values, and the behavioural frameworks to embed these, Elected Members, senior management and staff at all levels have a responsibility to ensure they work together towards achieving our equalities vision and objectives.

**EDI Team** – The strategic lead for equalities sits within the Policy Team in HR & OD. The EDI Team will continue to provide strategic leadership on the equalities agenda and support the Corporate Equalities Group (CEG) to deliver their action plans and mainstream equality and diversity in to everything we do.

**Corporate Strategic Board** – To ensure that Harrow Council is meeting its duty to eliminate discrimination and harassment, advance equality of opportunity and foster good community relationships, CSB will receive an update, with recommendations, at least annually on progress made against the Vision and Equality Objectives.

**Corporate Equalities Group (CEG)** – the CEG is the Council’s strategic group providing senior leadership and strategic direction for developing and implementing excellent diversity, equality and cohesion policy development, practice and service delivery. It is chaired by the Corporate Director of Resources and Commercial and the membership includes the Portfolio Holder for Equalities, chairs of the DETGs, representatives from the unions, Legal, the staff Making a Difference Group (MADG), the policy team and voluntary and community sector organisations (who either represent specific protected characteristics or a more general oversight of the equalities agenda).

**Staff Making a Difference Group (MADG)** – the staff MADG plays a key role in representing staff at the CEG, engaging with the Council in the development of staff related policies and procedures and proactively promoting equality and celebrating diversity via an annual programme of diversity events

**Disability and Wellbeing Network group (DAWN)** DAWN is a new staff network, led by staff and open to all staff. DAWN’s ambition is predominantly to support one another, share ‘lived experiences’ and to be a ‘voice’ for disabled employees within the organisation

**Black Lives Matter Staff Group (BLMSG)** The Black Lives Matter (BLM) Staff Group is the Harrow Council staff network focused on workplace issues affecting and impacting on Black staff. The group was created following the death of George Floyd that once again highlighted the deep inequalities and systemic racism that still exists in many countries including the UK.

**Proud Harrow Staff Group** The Proud Harrow Staff Network is a group for colleagues who are part of the LGBTQIA+ community or allies who are proud to show their ongoing support for equality for all. We want this to be a safe and honest space for everyone that wishes to be a part of the group with a light-hearted overview but also a place to share experiences and any current issues that are affecting the LGBTQIA+ community across the world for discussion. We aim to make Harrow Council a better and more inclusive employer with the start of this group and develop our presence as we grow.

**GLOW: A woman’s network group** one of the newest Staff Network. GLOW means that Harrow is committed to Growing, Learning and Optimising Women. *The network exists in order to:*

- *give women staff members a greater voice*
- *liaise with senior management and internal service providers to ensure the unique needs of women staff are met*
- *work with the Council to address gender inequalities within our organisation through influencing policy and promoting flexibility of approach.*

The Council grants those employees who wish to be a member or attend a staff group meetings, will have time off with pay to attend (by agreement with their line manager).

## **Other Harrow Equality and Diversity Initiatives**

Diversity Champions -

[https://harrowhub.harrow.gov.uk/info/200143/equality\\_and\\_diversity/1200/guidance\\_and\\_support/4](https://harrowhub.harrow.gov.uk/info/200143/equality_and_diversity/1200/guidance_and_support/4)

Allies Programme -

[https://harrowhub.harrow.gov.uk/info/200143/equality\\_and\\_diversity/1200/guidance\\_and\\_support/5](https://harrowhub.harrow.gov.uk/info/200143/equality_and_diversity/1200/guidance_and_support/5)

## **HEALTH AND SAFETY**

Please refer to the Council Health and Safety Handbook on the HMS website