

Employee Relations Newsletter: ER Matters

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Introduction

Welcome to the latest ER Newsletter and I hope you are all having a lovely Summer.

The ER team have been busy and to this end you will read that we have published our data for 2022 and the complete data can be accessed on the ER [website](#) . Some key data is outlined below to give you some idea on the volume of work being undertaken by the team.

People continue to disclose incidents on the College's Report and Support reporting tool, which is completely confidential. It is great that the reporting tool is being used, however, the majority of these reports are anonymous, and we would encourage people to disclose incidents on a named basis where they feel able to do so. If any member of staff would like to meet with a member of the ER team to discuss any incidents before reporting or disclosing then we would welcome hearing from you. You can contact us [here](#).

On the back of our Resolution Policy, we have been running some workshops with Courage Lab on Early Resolution Skills training for managers and these have been very well received.

We have revised our Capability Policy, and this is now retitled Performance Improvement Policy and you can read more about the changes below. We believe that the revisions put a more positive approach to the College dealing with performance and supporting individuals. If you have any queries on this policy, then please do get in touch.

We continue to encourage staff to attend our workshops and we detail our offerings below. We would particularly encourage managers who have recruited new staff to attend the Managing Probation Effectively workshop.

Best wishes.

Ann Kelly

Deputy HR Director (Employee Relations and Policy)



ER Case Data

The Employee Relations case data for 2022 has now been published. In 2022, Support Services had 65 cases, Faculty of Medicine had 52 cases, Faculty of Engineering had 29 cases, Faculty of Natural Sciences had 27 cases and the Business School had 14 cases. The most common case type in 2022 was Investigation Request for Resolution (62 cases). For further information on the Employee Relations case data in 2022, please visit our website [here](#).



Report & Support Data

The Report and Support data for 2022 has also been published. 118 reports were anonymous and 46 were not. The highest number of reports were for bullying and harassment at 122 reports. For further information on the Report and Support data, please visit our website [here](#).



Early Resolution Skills for Managers Training

Over the last few months, the ER team have been working with [Courage Lab](#) to create Early Resolution Skills for Managers workshops. This is a one-day practical workshop that give Managers the skills and confidence to lead with courage if and when conflict arises. The workshop blends theory with practice, and includes small group and paired work, case study discussions, demonstrations, skills practice and receiving peer and tutor feedback. The workshops have been really successful, and all attendees have said they feel more confident to resolve conflicts early as a result of attending the workshop.



Performance Improvement Policy

The College's Capability Policy and Procedure has recently been reviewed and has been replaced with a new Performance Improvement Policy and Procedure.

The emphasis of the new policy focuses on a supportive approach to addressing performance concerns, ensuring staff are provided an opportunity to provide input at each stage of the process. The policy emphasises the line manager's responsibilities including the importance of raising concerns as soon as possible and addressing any issues informally in the first instance. The new policy sets out the performance improvement procedure which consists of an informal stage as well as a three-stage formal procedure. A template Performance Improvement Plan has also been included.

The Performance Improvement Policy and Procedure went live on 1 August 2023. The existing Capability Policy should continue to be used for cases that are already following the formal procedure.

For further information staff should visit the Performance Improvement Policy webpage or contact the [Employee Relations Team](#).



Update on Training

We continue to take bookings for our training workshops for the remainder of 2023.

To book a space on one of the sessions detailed below, please email Beth Coffey, Employee Relations Administrator, e.coffey@imperial.ac.uk

- **Investigating Officer Training**

This is a two-hour workshop aimed at managers who may be called upon to undertake the role of an Investigating Officer for grievance or disciplinary investigations. The workshop will provide a step-by-step guide on how to conduct investigations ensuring the investigation process is conducted fairly, consistently and in line with College processes and Values. You will also gain an understanding of the role Employee Relations play in the investigation process which will enable you to lead an investigation confidently and successfully.

2023 Dates and Times:

- Thursday 21st September 2023 10am til 12pm
- Thursday 16th November 2023 10am til 12pm

- **Managing Probation Effectively Workshop**

This is a 75-minute workshop run by the Employee Relations team. The workshop provides line managers with advice on how to effectively manage probation periods and includes guidance on the benefits of following College process and the repercussions when the process is not followed. This workshop looks at the probation process in depth, highlighting the importance of each stage, i.e., appointment, planning an induction, setting objectives, mid and final probation review meetings and PRDPs, in line with the College Policy and Values.

2023 Dates and Times:

- Thursday 28th September 2023 10am til 11:15am
- Thursday 26th October 2023 10am til 11:15am
- Thursday 23rd November 2023 10am til 11:15am

- **Sickness Absence Workshop**

This is a two-hour workshop run by the Employee Relations team and provides line managers with advice on how to manage long and short-term sickness absence within their teams. The workshop includes guidance on the College's Sickness Absence policy and an interactive session where you are able to seek advice on real life scenarios and managing these in line with the Policy and Values.

2023 Dates and Times:

- Wednesday 20th September 2023 10am til 12pm
- Wednesday 18th October 2023 10am til 12pm
- Wednesday 15th November 2023 10am til 12pm



Further information

Please click www.imperial.ac.uk/human-resources/about-us/contact-us/employee-relations-and-hr-policy/ for more information about the ER team.

Please click www.imperial.ac.uk/human-resources/ for current general HR information.

Please contact the team if you have any questions or ideas. We would really appreciate your feedback as to what you would like to see in future editions.