

5<sup>th</sup> July 2017

<b>Executive Board Member:</b>	<b>Portfolio:</b>
<b>Cllr. Mair Stephens</b>	<b>Deputy Leader</b>

## Close Personal Associations / Relationships at Work Guidance for Schools

### Recommendations / key decisions required:

To endorse the adoption of the Council's updated Close Personal Associations / Relationships at Work Guidance for Schools.

### Reasons:

The purpose of this guidance is to assist Managers, Headteachers, Governors and HR Advisors, in dealing sensitively, but effectively, with situations where employees have, or form, a close personal association / relationship with someone with whom they work.

<b>Directorate:</b> Chief Executive's / People Management & Performance	<b>Designation:</b>	<b>Tel No. &amp; E Mail Address:</b>
<b>Name of Head of Service:</b> Paul R. Thomas	Assistant Chief Executive (People Management & Performance)	01267 246123 <a href="mailto:PRThomas@carmarthenshire.gov.uk">PRThomas@carmarthenshire.gov.uk</a>
<b>Report Author:</b> Julie Stuart	Principal HR Officer	01267 246375 <a href="mailto:JStuart@sirgar.gov.uk">JStuart@sirgar.gov.uk</a>

**Declaration of Personal Interest (if any):**

None

**Dispensation Granted to Make Decision (if any):**

N/A

**DECISION MADE:**

Signed:

DATE: \_\_\_\_\_

EXECUTIVE BOARD MEMBER

**The following section will be completed by the Democratic Services Officer in attendance at the meeting**

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD MEMBER DEPUTY LEADER

### 5<sup>th</sup> JULY

#### Close Personal Associations / Relationships at Work Guidance for Schools

##### Background

As a result of incidences raised by Managers and the HR team guidance was developed corporately to support in dealing sensitively with issues at work where close personal associations / relationships are involved.

The guidance has recently been updated to meet the needs of schools.

Carmarthenshire County Council and its schools recognise that a significant number of close personal associations / relationships are formed at work. Also as a large employer, situations arise within the Authority where parent and child, grandparent / grandchild, siblings or other relatives are employed within the same team, establishment or work area.

In the majority of cases, it is unlikely that an association/relationship between colleagues would have any impact on the work of the authority. However, from time to time a close personal association / relationship at work can interfere with and / or threaten to harm the work and / or service provision.

The implications of close personal associations/relationships at work can include:

- effect on the trust and confidence of colleagues in relation to a conflict of interest, fair treatment, their own ability to discuss issues openly within a Team or with their line manager;
- Perception of service users or the general public in relation to the Professionalism and fairness of the authority and its employees;
- Operational issues affecting the ability to deliver the service effectively;
- Conflicting loyalties and breach of confidentiality.

The purpose of this guidance is, therefore, to assist managers, Headteachers, Governors and HR Teams within People Management, in dealing sensitively, but effectively, with situations where employees have, or form a close personal association / relationship with someone with whom they work.

Over the recent years there has been a significant rise in the enquiries made by line managers to the HR Team seeking advice on how to deal with sensitive and difficult people management issues that have arisen in departments due to close personal relationships in the workplace.

Examples of the types of difficult people management issues that have arisen over the last few years:

- Family members working on the same shift patterns and caring for the same domiciliary care service users facing allegations of theft from a service user;
- A manager having indirect line management responsibility for a spouse facing allegations of bias and favouritism
- A manager responsible for a project team realising that a cohabiting couple were members of the project team took the decision to remove the female from the project on the assumption that the partners would wish to take annual leave at the same time. The manager subsequently faced allegations of sex discrimination
- Family members working in the same team who bring a family disagreement into the workplace facing disciplinary action
- A relief employee making allegations of bullying when her mother was employed as an acting manager.

This Guidance is produced to support the Education Workforce Council's Codes of Professional Conduct and Practice.

<b>DETAILED REPORT ATTACHED?</b>	<b>NO</b>
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## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed:  Assistant Chief Executive (People Management & Performance)

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

### 1. Policy, Crime & Disorder and Equalities

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

### 2. Legal

The employment law covering this area is complex including discrimination and harassment on the grounds of ethnicity, gender and disability where compensation claims are unlimited.

### 7. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Close Personal Associations / Relationships at Work Guidance for Schools.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed:  Assistant Chief Executive (People Management & Performance)

### 1. Scrutiny Committee

None

### 2. Local Member(s)

None

### 3. Community / Town Council

None

#### 4.Relevant Partners

None

#### 5.Staff Side Representatives and other Organisations

Trade Unions - 25<sup>th</sup> May 2017; Headteacher Focus Group - 20<sup>th</sup> June 2017

#### Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:

**THERE ARE NONE**

Title of Document	File Ref No.	Locations that the papers are available for public inspection