

East Dunbartonshire Council

Charter of Commitment: Roles & Responsibilities

**Chief Officer, Local Government Employees and
Teachers**

**Version 2
December 2025**

Version Control

Version No.	Effective Date	Approval Date	Summary of changes from previous version
1.0	January 2020	31/10/2019	N/A - new charter developed
2.0	1 st December 2025	20/11/2025	Minor changes including organisational updates and broader commitment to prevent harassment

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1.0 CHARTER OF COMMITMENT STATEMENT

- 1.1 The Charter of Commitment provides an overarching and standard outline of the Roles & Responsibilities for all employees of the Council.

2.0 SCOPE

- 2.1 The scope of this charter applies to all employees, line managers, trade unions, senior leadership team and elected members in the application of East Dunbartonshire Council's Employment Policy Base.

3.0 REFERENCES & RELATED DOCUMENTS

- 3.1 This Charter forms part of all the Council's employment policies, guidelines and toolkits.

4.0 CHARTER OF COMMITMENT OUTLINE: ROLES & RESPONSIBILITIES

4.1 *Elected Members:*

- Ensure the Council's commitment to the Employment Policy base is endorsed.
- Where involvement is required in East Dunbartonshire Council's Employment Policy base, ensure the principles of such policies are implemented consistently.

4.2 *Senior Leadership Team:*

- Ensure the processes contained in East Dunbartonshire Council's Employment Policy base are implemented effectively within the Council.
- Ensure effective monitoring and recording of processes is undertaken.
- Ensure effective governance on timely processing of forms and outcomes in line with Policy timelines. Where any delay to an outcome occurs to communicate this to the parties concerned.

4.3 *Line Managers/ Lead Officer:*

- Ensure processes contained in East Dunbartonshire Council's Employment Policy base are implemented and communicated effectively within the Council.
 - Ensure the effective monitoring and accurate recording of processes undertaken.
 - Ensure transparency, consistency and objectivity of process is implemented.
 - Ensure confidentiality of all parties is protected throughout and after processes are complete.
 - Complete processes and communicate outcomes without unreasonable delay and in line with policy timelines. Where any delay to an outcome occurs to communicate this to the parties concerned.
 - Maintain clear lines of communications and updates throughout processes.
 - Ensure adequate training/learning is undertaken to be competent in undertaking such processes and practices.
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- Maintain functional knowledge of policies and procedures to enable the relevant support to be provided to employees in line with policies.

- Identify any issues or barriers which may impact on the effective implementation of the policy and procedure and other related policies and procedures.
- Continued commitment to taking all reasonable steps to prevent harassment or bias in the workplace, and improve gender balance, equality, diversity and inclusion, to support a safe environment for all levels of the organisation.

4.4 All Employees:

- Have an obligation to comply with all aspects of East Dunbartonshire's Employment Policy base including reporting and certification procedures.
- Make every effort to attend work on a continual basis and in accordance with contractual terms and conditions.
- Ensure confidentiality of all parties is protected throughout and after any process is complete.
- Communicate with Lead Officers and Line Managers in an open and honest way declaring any issues which may have an impact on the role they carry out.
- Provide sufficient and accurate information to facilitate the processing of any related policy applications.
- Have a responsibility to raise and report issues promptly without unnecessary delay.
- Make every effort to attend meetings/hearings without causing unnecessary delays.
- Request support from Line Managers or Human Resources at the earliest opportunity should they be experiencing health and wellbeing concerns.
- Continued commitment to taking all reasonable steps to prevent harassment or bias in the workplace, and improve gender balance, equality, diversity and inclusion, to support a safe environment for all levels of the organisation.

4.5 Human Resources & Organisational Development:

- Provide advice and guidance for Managers involved in implementing policies and procedures.
- Provide practical learning and development interventions to assist with the process;
- Ensure confidentiality of all parties is protected throughout and after the process is complete.
- Responsible for ensuring processes are implemented effectively and consistently within the Council.
- Ensure effective monitoring and recording of the process is undertaken.
- Undertake a regular review of the Employment Policy Base with consultation and communicate to all stakeholders.
- Resolve any issues which may impact on the effective implementation of the policy and procedure and other related policies and procedures.
- Continued commitment to taking all reasonable steps to prevent harassment or bias in the workplace, and improve gender balance, equality, diversity and inclusion, to support a safe environment for all levels of the organisation.

4.6 Trade Unions:

- Raise awareness of policies and procedures throughout their membership base.
- Assist/Represent employees in processes.
- Work in partnership with management to resolve any issues both informally and formally if required.

- Ensure the confidentiality of all parties is protected throughout and after processes are complete.
- In accordance with the Partnership at Work approach, contribute to reviews of Policies and Procedures as appropriate.
- Continued commitment to taking all reasonable steps to prevent harassment or bias in the workplace, and improve gender balance, equality, diversity and inclusion, to support a safe environment for all levels of the organisation.

5.0 GDPR STATEMENT

5.1 East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our website: www.eastdunbarton.gov.uk/council/privacy-notices The Council holds, uses and processes information in accordance with the General Data.

6.0 CHARTER REVIEW STATEMENT

This Charter will be reviewed every two years or in line with:

- Legislative Change
- Other external factors
- Evaluation on the effectiveness of the Charter

Other Formats & Translations

This document can be provided in large print, Braille or on audio cassette and can be translated into other community languages. Please contact the Council's Corporate Communications Team at:

East Dunbartonshire Council, 12 Strathkelvin Place, Southbank

Kirkintilloch G66 1TJ Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।