



East Dunbartonshire Council

Charter of Commitment: Roles & Responsibilities

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



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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, line managers, trade unions, Chief Officers and Elected Members.

2.0 SCOPE

- 2.1 The scope of this charter applies to all employees, line managers, trade unions, chief officer 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 Elected Member involvement is required in East Dunbartonshire Council's Employment Policy base to ensure the principles of such policies are implemented consistently.

4.2 Chief Officers:

- 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 the 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.
- Undertake the necessary Risk Assessment Processes.
- 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 throughout the processes.
- Ensure adequate training/learning is undertaken to be competent in undertaking such processes and practices.

- Maintain functional knowledge of policies and procedures to enable the relevant support to be provided to employees in line with policies.
- Ensure that employees understand the Council's commitment to equality and diversity and eliminating all forms of discrimination in the workplace.
- Identify any issues which may impact on the effective implementation of the policy and procedure and other related policies and procedures.

4.4 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.
- Raise 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 welfare concerns.
- Understand the Council's commitment to equality and diversity and eliminating all forms of discrimination in the workplace and act accordingly.

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 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.
- Ensure employees understand the Council's commitment to equality and diversity and eliminating all forms of discrimination in the workplace.

4.6 Trade Unions:

- Ensure their members are aware of the policies.
- 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 philosophy, contribute to reviews of Policies and Procedures as appropriate.
- Ensure their members understand the Council's commitment to equality and diversity and eliminating all forms of discrimination in the workplace.

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

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