

2 January 2020
Our ref: 5889632

Thank you for your request received on 15 December 2019, for the following information:

- 1. Bullying and harassment.** I would like copies of leaflets, posters/campaign in relation to directing staff/employees on how to report bullying and harassment in Barnet council. I would also like a copy of the policy for bullying and harassment, I assume that the policy will detail how staff report issues and the procedure. I would also like to know or to be provided with details on Barnet's strategy and objective in relation to this policy. I would like this information to cover the period of 2015 to 2018. I would like to obtain details on how many reports have been received in relation to bullying and harassment in this time period?
- 2. Wellbeing and mental health** ' I would like any posters or leaflets/campaign, policies that Barnet council has promoted in relation to supporting staff/employees. What is the strategy and objectives, when are these policies reviewed? I would like information covering a period from 2015 to 2017. Also information on the policy on training for head of service managers and directors, is this mandatory or voluntary and how many head of service managers/directors have attended training in this area from 2015-2017. I would also like any information on guidelines given to head of service manager/directors on how to manage risk identified to employees.
- 3. Dignity in work** ' I would like a copy of the policy on dignity in work specifically to clarify the strategy and objectives of this policy, what training is provided to head of service managers/directors, is this mandatory or voluntary and how many head of service managers/directors, from the period of 2015 - 2017, have attended training?. Also included in this time frame, if there has been any posters/leaflets promoting this policy to staff/employees covering the same time period.
- 4. Exit interviews** - when staff/employees leave Barnet council, is it mandatory or voluntary that exit interviews are conducted? How many exit interviews been conducted from 2016 to 2017? What is done with the information received from exit interviews? If interviews identify issues what is done to improve service or management to retain staff?
- 5. Menopause** - does Barnet council have a policy on menopause? if there is a policy please can I have a copy and if not, does Barnet council intend to implement a policy in line with other local authorities?
- 6. How many African/Caribbean Head of service or Directors** has Barnet council had since 2013-2018?
- 7. How many African/Caribbean** have been employed under the fast track graduate programme, since 2014- 2018?
- 8. How many African/Caribbean** have been employed under the apprentice

programme since 2014-2018?

I would like this information sent to me by email.

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and it is attached/ the answers to your questions are below

1. Bullying and harassment .

I would like copies of leaflets, posters/campaign in relation to directing staff/employees on how to report bullying and harassment in Barnet council. I would also like a copy of the policy for bullying and harassment, I assume that the policy will detail how staff report issues and the procedure. I would also like to know or to be provided with details on Barnet's strategy and objective in relation to this policy. I would like this information to cover the period of 2015 to 2018. I would like to obtain details on how many reports have been received in relation to bullying and harassment in this time period?

Refer to document attached - I attach the Grievance Policy which incorporates management arrangements for dealing with bullying and harassment complaints at work. Please note we do not hold a record of the number of complaints made in respect of bullying and harassment. Training in respect of the Grievance Procedure was offered to managers to manage discipline and grievance in the workplace include Bullying and harassment, this was not a mandatory course. This was delivered from 2017 -2018.

2. Wellbeing and mental health ' I would like any posters or leaflets/campaign, policies that Barnet council has promoted in relation to supporting staff/employees. What is the strategy and objectives, when is are these policies reviewed? I would like information covering a period from 2015 to 2017. Also information on the policy on training for head of service managers and directors, is this mandatory or voluntary and how many head of service managers/directors have attended training in this area from 2015-2017. I would also like any information on guidelines given to head of service manager/directors on how to manage risk identified to employees.

Please see attached our MH & Wellbeing Policy and the MH & Wellbeing guidance document. Voluntary training is offered on a regular basis within the council's learning and development programme. (Document attached).

3. Dignity in work ' I would like a copy of the policy on dignity in work specifically to clarify the strategy and objectives of this policy, what training is provided to head of service managers/directors, is this mandatory or voluntary and how many head of service managers/directors, from the period of 2015 - 2017, have attended training?. Also included in this time frame, if there has been any posters/leaflets promoting this policy to staff/employees covering the same time period.

We do not have a dignity at work policy. This is picked up in the grievance policy supplied in reference to question 1 above.

4. Exit interviews - when staff/employees leave Barnet council, is it mandatory or voluntary that exit interviews are conducted? How many exit interviews been conducted from 2016 to 2017? What is done with the information received from exit interviews? If interviews identify issues what is done to improve service or management to retain staff?

Exit interviews are not mandatory and therefore not logged corporately. Data not held.

5. Menopause - does Barnet council have a policy on menopause? if there is a policy please can I have a copy and if not, does Barnet council intend to implement a policy in line with other local authorities?

We do not currently have a policy on Menopause but there has been agreement in principle to devise one and Public Health will be working with HR and the Trade Unions in this regard.

6. How many African/Caribbean Head of service or Directors has Barnet council had since 2013-2018?

1

7. How many African/Caribbean have been employed under the fast track graduate programme, since 2014- 2018?

None

8. How many African/Caribbean have been employed under the apprentice programme since 2014-2018?

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Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.