

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee
DATE: 30th October 2012
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WARD(S): All

PART I **For Information**

Dress Code

1 Purpose of Report

The purpose of this is to update the Employment and Appeals Committee on the implementation of the new Dress Code.

2 Recommendation(s)/Proposed Action

The Committee is requested to note the report.

3 Other Implications

(a) Financial

There are no financial implications associated with this report.

Human Rights Act and Other Legal Implications

There are no Human Rights and other Legal Implications.

(c) Equalities Impact Assessment

An Equality Impact Assessment has been undertaken and is attached for information.

It is considered that there will be no disproportionate impact on any specific groups of staff.

(d) Workforce

The provision of a Dress Code promotes and supports the Council's wishes to project a positive professional image to all residents, customers and colleagues.

4 Supporting Information

4.1 Background

Managers had raised that without a policy or dress code they were finding it difficult to encourage some staff to more appropriate standards of dress. There were concerns

regarding the appearance of some staff and the possible negative image this may present for Slough.

As an organisation we need to acknowledge that all employees act as representatives of the organisation and should therefore be dressed accordingly. How employees dress and present themselves plays an important part in conveying a professional image that Slough Borough Council portrays to its customers and the general public.

This Dress Code was drafted jointly by David Warren (from JTUC) and Surjit Nagra (HR Business Partner). The draft was put together after undertaking research as to how other organisations tackle this issue.

The Staff Disability forum was consulted with and their comments and views reviewed and incorporated into the code.

The key elements of the code include

- Encouraging a corporate awareness of the need for appropriate dress
- Recognising service areas where there is a requirement to have a formal dress code in line with the service they provide i.e. Customer Service Centre
- Supporting managers in how to address issues around inappropriate dress
- Making employees aware of the acceptable standards of dress and the consequence if this is not adhered to

4.2 Implementation Process

The implementation process to introduce the new Dress Code will include various communication methods including;

- Grapevine staff newsletter
- News round email
- All user e-mail
- To include in the HR Policy briefings to staff and managers
- HR Business Partners at Senior Management Team Meetings.

5. Background Papers

None.

6. **Appendices (attached)**

Appendix 1 Dress Code

Appendix 2 Equality Impact Assessment