

# THE NATIONAL GALLERY

## HUMAN RESOURCES RISK MANAGEMENT STATEMENT

## **HUMAN RESOURCES May 2006**

The Gallery's ability to serve its public depends on the quality, motivation and management of its staff. The Gallery aims to ensure that

- staff are selected on merit, well-managed and motivated, understand their responsibilities, and have access to the necessary training
- unfair discrimination is avoided, such that no decisions on recruitment, promotion, selection for training or any other aspects of staff management will discriminate unfairly [on grounds of for example sex, ethnic origin, disability, sexual orientation or working patterns]
- a positive and constructive climate of relations with staff, staff representatives and unions is fostered
- pay and related systems make due payments on time without fraud. The Gallery maintains or contracts out robust payroll and pension systems and has in place procedures to manage the risks of error or fraud.

The responsibility for achieving these aims rests with the HR Department working together with the Gallery's managers.

### **Managers**

The Gallery's managers are responsible for the management and motivation of their staff, and for the proper implementation of policies within their areas.

HR policies are signed off by the Gallery's Planning Group or Management Committee, as appropriate. Every new post in the Gallery is approved by the Management Committee.

### **HR department**

The HR Department includes professionally qualified staff.

No appointment is made without the approval of the HR department, which issues each new member of staff with a contract of employment setting out their main terms and conditions. The department is responsible for the development of learning and development within the Gallery.

Within the HR department, there is a set of technical notes and instructions on each key separate activity for day-to-day guidance, to guide anyone covering for another's absence, and to train a new member of staff.

### **Policies and procedures**

The HR Department is responsible for maintaining appropriate terms and conditions of employment, along with policies and procedures, that are up-to-date, comply with relevant legislation, and assist managers to get the best out of staff. These cover for instance pay, working hours, flexible working, fixed term employment, time off, maternity and family leave, probation, learning and development, annual performance

review, equal opportunities, notice, retirement, pensions, bullying and harassment, conduct, disciplinary and performance improvement matters, electronic communications, sickness absence management, grievances, and incapability.

These are contained in one document issued to all heads of department. This document is updated as appropriate. The relevant parts of the terms and conditions of employment are included in a Staff Handbook and issued to individual members of staff. The relevant section of this forms part of the individual's contract of employment.

Changes to pay and conditions and many policies and procedures are consulted on or negotiated as appropriate with unions. The Gallery maintains a Consultative Committee for consultation with unions and a Negotiating Committee for the negotiation of the annual pay settlement.