

**Report for:** Staffing & Remuneration Committee, 15 October 2020

**Title:** HR Policy Review

**Report authorised by:** Richard Grice, Director Customer, Transformation & Resources

**Lead Officer:** Ian Morgan, Reward Strategy Manager

**Ward(s) affected:** None

**Report for Key/  
Non Key Decision:** Non-key

**1. Describe the issue under consideration**

To provide the Staffing & Remuneration Committee with an update regarding the running review and revision of HR Policies and Practice Notes.

**2. Cabinet Member Introduction**

Not applicable.

**3. Recommendations**

That the report on HR Policy Review be noted.

**4. Reason for decision**

Not applicable.

**5. Alternative options considered**

Not applicable.

**6. Background information**

6.1 The format of HR policies and guidance notes have been amended to better reflect the different nature of the two documents. The main document (the policy) outlines the main purpose of the policy, what the organisation is trying to achieve, a clear indication of who it applies to, the key provisions and the core principles and accountabilities.

6.2 The practice note on the other hand expands on the policy to set out the organisation's operational requirements. The practice note summarises the roles and responsibilities as they relate to managers, individuals, the HR team and, where appropriate, staff representatives.

6.3 Developing a comprehensive communication and training plan for new policies is critical in ensuring that managers are aware of their role in carrying out day

to day practical application of the policy, and in ensuring that staff are made aware of the changes and where they can access the information. HR Advisers, as the first point of contact to give advice and guidance on policy implementation, will be involved in the content and delivery of the training programme. Internal communications are arranged in conjunction with the Communications team.

6.4 HR policies scheduled for approval by the Staffing & Remuneration Committee have already been through a number of stages to ensure that all relevant stakeholders have the opportunity for comment.

- Stage 1 New or updated version formulated by HR
- Stage 2 Legal services provide comments regarding new or amended legislation and / or case law.
- Stage 3 Trades union input and comments are facilitated through the monthly Corporate IR meeting
- Stage 4 Corporate Board consider the drafts of all new and revised HR policies
- Stage 5 CEJCC review draft (where the timing of the meetings allows for this)
- Stage 6 Approval of final version by S&R Committee

The time it takes to complete the stages varies depending on the amount of revision needed, the complexity of the content and the timing of governance meetings.

6.5 For ease of review, signposting and navigation we have started to group the HR policies into clusters. The cluster titles include but are not limited to:

- Family Friendly – Adoption, Maternity, etc.
- Leading & Coaching – Grievance, Code of Conduct, etc.
- Managing Change – Restructuring, Redeployment, etc.
- Resourcing – Recruitment, Induction, etc.
- Work & Wellbeing – Flexible Working, etc.

6.6 The provisions currently undergoing review include:

- Family Leave Practice Note which combines into one practice note existing Employee and Managers Guidelines for Maternity Leave, Adoption Leave and Leave for Nominated Carers. The new document has been updated to include details of Parental Leave and Shared Parental Leave.
- Recruitment Practice Note. This is an update to the existing guidelines which need reviewing in the light of changes to the internal recruitment process.

- Employment Reference Practice Note. A new practice note which gives managers clear guidance on the process to be followed if they are asked to provide a reference in connection with an application for employment.

6.7 Staffing and Remuneration Committee are required to approve policy revisions and new policies (unless they are a legal requirement, in which case the revision or new policy will be reported to the Committee at the earliest opportunity. The Committee is not required to approve practice notes, as these simply explain the policy that has already been approved. Practice notes are formulated by HR and consulted as appropriate depending on the subject and complexity.

**7. Statutory Officers' comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities**

**Finance**

There are no financial implications arising from the contents of this report. The Policy Reviews listed in Appendix 1 may have financial implications which will be dealt with in those reports at that time.

**Corporate Governance**

Not applicable, the report is for information only.

**8. Use of Appendices**

The schedule of work is shown below as Appendix 1.

**9. Local Government (Access to Information) Act 1985**

Not applicable.

## Appendix 1: HR Policy Review – Schedule of Work

Policy Title	Action	Anticipated Approval Date
Redeployment	Policy revision.	December 2020
Purchasing Annual Leave	Policy revision.	December 2020
Pay Policy	Update for 2021/22	December 2020
Redundancy	New policy which supersedes the current Restructure policy.	December 2020
Flexible Working	Policy revision.	December 2020
Recruitment & Selection	Policy revision.	March 2021
Employment References	New practice note.	March 2021
Capability	New practice note to replace current procedure.	TBC
Family Leave	Consolidation of existing arrangements into single document.	March 2021