Report for: **Staffing and Remuneration Committee**

Title: **HR Policy Review**

Report authorised by: Richard Grice - Director for Customers, Transformation & Resources

Lead Officer: Dan Paul, Chief People Officer

Ward(s) affected: N/A

Report for Key/ Non Key Decision: N/A

1. Describe the issue under consideration

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

2. Cabinet Member Introduction

Not required for the S&R Committee.

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 Each set of HR policies and procedures are arranged in two documents. The policy is a short concise document explaining what the organisation is trying to achieve, to whom it applies, the key provisions and the core principles and accountabilities.

6.2 The practice notes on the other hand expand on the policy to set out in more detail 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 HR policies scheduled for approval by the Staffing & Remuneration Committee go through a comprehensive consultation process, as set out below, to ensure that all stakeholders have the opportunity for comment.

- New or updated version formulated by HR

- Legal services provide comments regarding new or amended legislation and / or case law
- Key stakeholders including the trades union, staff networks and directorate management representatives are invited to comment on proposed changes
- Corporate Board consider the drafts of all new and revised HR policies
- 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.

6.4   Once the policy has been approved HR will launch an agreed communication and training plan to make sure that staff are made aware of the changes and where they can access the information. We will also that line managers are aware of their role in carrying out the day to day practical application of the policy.

6.5   For ease of review, signposting and navigation we have grouped the HR policies into clusters. The cluster titles include:

• 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   Staffing and Renumeration 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

7.1   Legal Comments

It is noted that this report is for information only.

7.2   Finance Comments

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

7.3   Equalities Comments

The Council has a public sector equality duty under the Equality Act 2010 to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it;

- Foster good relations between people who share a relevant protected characteristic and people who do not share it;
- A "relevant protected characteristic" is age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The HR Policy Review supports the Council's approach to the management of its workforce in a way that is accountable, fair and transparent. **Use of Appendices**

7.1.   Appendix A – HR Policy Review Work Schedule

7.2.   Appendix B – Inventory of guidance available on the HR intranet pages.

8.   Local Government (Access to Information) Act 1985

Not Applicable

Appendix A – HR Policy Review Work Schedule

Title	Action
Recruitment Policy and Practice Notes	Revision of current policy to inform the design of the insorced recruitment activities.
Redundancy Policy & Practice Notes	Revision of Restructure and Redeployment policies and procedures to arrive at a comprehensive redundancy provision fully compliant with the recommendations from current consultations.
Capability Policy and Practice Notes	To refresh existing policy.
Family Leave	Consolidation of existing arrangements into single document.
Purchasing Annual Leave	Update current provisions as part of the Council's flexible working offering.

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Appendix B – Inventory of guidance available on HR intranet pages

Title	Category	Owner
Accident and Incident Management Procedure	Policy & Procedure	Health & Safety
Additional Duties (acting up) policy	Policy	Human Resources
Additional Premature Baby Leave		Human Resources
Adoption Leave Guidance for Managers	Guidelines	Human Resources
Adoption Leave Info Pack		Human Resources
Alcohol and Substance Misuse Policy	Policy & Guidelines	Human Resources
Bomb Threat Guidance	Guidance Note	Health & Safety
Bullying & Harassment Policy	Policy & Procedure	Human Resources
Capability Management Guidelines	Guidelines	Human Resources
Capability Procedure	Procedure	Human Resources
Essential user car allowance criteria	Guidelines	Human Resources
Car Parking Policy and Procedure	Policy & Procedure	Facilities Management
Car Staff Parking Policy and Procedure - FAQ's		Facilities Management
Changes to the Performance Appraisal Process	Procedure	Human Resources
Employee Code of Conduct		Human Resources
Code of Conduct (Social Media Policy)	Policy	Human Resources
Construction Design and Management Procedure		Health & Safety
Consultants Policy	Policy	Human Resources
H&S Consultation Between Managers and Staff	Guidelines	Health & Safety
Corporate Plan	Policy	Corporate
Dignity at Work	Policy	Human Resources
Disciplinary Procedure	Procedure	Human Resources
Disciplinary Management Guidelines	Guidelines	Human Resources
Summary Dismissal Procedure	Procedure	Human Resources
DBS Checks (Agency Workers)	Procedure	Human Resources
Display Screen Equipment Policy	Policy	Health & Safety
Display Screen Equipment Guidance	Guidelines	Health & Safety
Display Screen Equipment Exercises	Guidelines	Health & Safety
Using Display Screen Equipment	Guidelines	Health & Safety
How to use your Workstation correctly	Guidelines	Health & Safety
Driving - Work-related Road Safety Policy	Policy & Procedure	Health & Safety
Elections Staffing Protocol	Protocol	Human Resources
Flexible Working Policy	Policy	Human Resources
Flexible Working - a simple guide	Guidelines	Human Resources
TOIL/Flexi-time Procedure	Procedure	Human Resources
Grievance Policy	Policy	Human Resources
Grievance Policy Practice Notes	Practice Note	Human Resources

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Corporate Health, Safety and Wellbeing Policy	Policy	Health & Safety
Induction Policy	Policy & Procedure	Human Resources
Leave and Time Off Policy	Policy	Human Resources
Purchasing Additional Annual Leave Policy		HR
Legionnaires Disease Information Sheet		Health & Safety
Lone Working Guidance	Procedure	Health & Safety
Manual Handling Guidance Notes		Health & Safety
Manual Handling Lifting Techniques		Health & Safety
Maternity Employee Information Pack	Procedure	Human Resources
Maternity Guidance for Managers	Guidelines	Human Resources
Mediation Guidelines	Guidelines	Human Resources
My Conversation Guide	Procedure	Human Resources
Nominated Carers Leave Pack for Employees	Guidelines	Human Resources
No Smoking Central Wood Green Area	Guidelines	
No Smoking Civic Centre Area	Guidelines	
No Smoking Policy	Policy	
Parental Leave HR Advisory Note	Guidelines	Human Resources
Pay Calculator 2019-20		Human Resources
Payroll deadlines and rates 2019-2020		Human Resources
Employer on-costs 2019-20		Human Resources
LGPS Internal Disputes Resolution	Procedure	Pensions
Local Government Pension Scheme Guide		Pensions
Pensions Calculator 2016-17		Pensions
Pension Policy Statement on Communications		Pensions
Pension Policy Statement on Discretionary Power		Pensions
Pension Sharing on Divorce		Pensions
Ill Health Retirement Policy		Pensions
Survivor Benefits Changes		Pensions
Flexible Retirement Policy Statement	Statement	
Procedure for Flexible Retirement	Procedure	Human Resources
Provision and Use of Work Equipment	Procedure	Health & Safety
Recruitment and Selection Policy	Policy	Human Resources
Redeployment Policy	Policy	Human Resources
Redundancy and Pension Benefits (Non-teachers)	Policy	
Redundancy Retirement Benefits	Guidance	
Redundancy Calculation for Teachers	Policy	Human Resources
Employee Redundancy Calculator	Guidelines	Human Resources
Voluntary Redundancy Procedure	Procedure	Human Resources
VR1 Form (to apply for voluntary redundancy)	Procedure	Human Resources
Restructure Checklist	Guidelines	Human Resources
Restructure Policy	Policy	Human Resources
Risk Assessment Policy Guidance	Policy	Health & Safety
School Security Guidance	Guidelines	Health & Safety
Sickness Absence Management Guidelines	Guidelines	Human Resources
Sickness Absence Monitoring Policy	Policy	Human Resources

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Sickness Absence Monitoring Protocols	Protocol	Human Resources
Sickness Absence Monitoring Trigger Point	Procedure	Human Resources
Sick Pay Entitlement	Policy	Human Resources
Fit Notes (Medical Certificates)	Guidelines	Occupational Health
Stress Management Policy and Guidance	Policy & Procedure	Health & Safety
Violence at Work Guidance	Guidelines	Health & Safety
Violence at Work Policy	Policy	Health & Safety
What is Mediation? Internal link	Guidelines	Human Resources
Whistleblowing Policy		Corporate Governance
Workplace Health, Safety and Welfare Policy	Policy & Procedure	Health & Safety
Workplace Temperature	Guidance	Health & Safety

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