

Report for: **Staffing & Remuneration Committee - 24th June 2021**

Title: **HR Policy Review - Progress Report**

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

Lead Officer: **Dan Paul, Chief People Officer**

Ward(s) affected: **None**

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

1. Describe the issue under consideration

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

2. Cabinet Member Introduction

Not applicable.

3. Recommendations

That the report 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 was amended in 2018 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, gives 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 a new policy is critical in firstly ensuring that managers are aware of their role in carrying out

the day-to-day practical application of it, and secondly in ensuring that staff are made aware of the changes and how they are able to access the information. The HR Employee Relations team are the first point of contact to give advice and guidance on policy implementation, and they have a role in both devising the content of internal training programmes and in the delivery. Internal communications are arranged in conjunction with the Internal Communications Team.

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

- **Stage 1** - The rationale for change, the outline changes being proposed, and a first draft of the proposals are considered by the HR Management Team.
- **Stage 2** - Legal services provide comments regarding new or amended legislation and / or case law to ensure the policy changes are compliant and up to date.
- **Stage 3** - Trades unions are consulted on the draft and on the changes being made. Their input and comments are facilitated through the monthly meeting held between HR and the Trade Unions.
- **Stage 4** - The draft is circulated for comment and input to the Staff Network Groups via the Equalities Steering Group.
- **Stage 5** – The Business Managers group (comprising managers from across the council) provide comments and insight.
- **Stage 6** - Corporate Board consider the final draft
- **Stage 7** - CEJCC review draft (where the timing of the meetings allows for this to happen)
- **Stage 8** - Approval of final version by S&R Committee

The time taken to complete the stages varies depending on the amount of revision needed, the complexity of the content, the comments received as well as the timing of the 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 Staffing and Remuneration Committee are required to approve policy revisions and new policies, but approval is not required for practice notes which

accompany the policy, as these simply provide operational guidance to managers, employees, and their representatives. 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.

Head of Legal & Governance

The Head of Legal and Governance has been consulted in the preparation of this report, and comments that in light of the fact that the Committee has within its Terms of Reference the power to approve HR policies, there are no legal reasons why the Recommendation in the report cannot be adopted.

8. Use of Appendices

The schedule of work for the coming year is shown below as Appendix 1.

9. Local Government (Access to Information) Act 1985

Not applicable.

Appendix 1: HR Policy Review – Schedule of Work 2021 / 2022

Policy Title	Cluster	Action	Anticipated Approval Date
Organisational Change Policy & Practice Note	Managing Change	New policy combining the existing policies for Redundancy, Redeployment & Restructuring into one document.	October 2021
Parental Leave Policy & Practice Note	Family Friendly	New policy & practice note combining the existing policies and guidelines relating to Maternity leave, Adoption Leave and Nominated Carers Leave into one document.	December 2021
Employment References	Resourcing	New practice note.	February 2022
Capability	Leading & Coaching	New practice note to replace current procedure.	February 2022
Purchasing Annual Leave	Work & Wellbeing	Revision of existing policy to ensure continued compliance	February 2022
Probation Policy & Practice Note	Leading & Coaching	Revision of existing policy	February 2022