

Report for: Staffing & Remuneration Committee, 2nd December 2021

Title: HR Policy Review - Progress Report

Report authorised by: Susie Faulkner, Interim Director Customer, Transformation & Resources

Lead Officer: Dan Paul, Chief People Officer

Ward(s) affected: None

Report for Key/ Non Key Decision: Non-key

1 Describe the issue under consideration

1.1 To provide the Staffing & Remuneration Committee with a progress report regarding the HR Policy Review project. A timetable for review is attached at Appendix 1.

2 Cabinet Member Introduction

Not applicable.

3 Recommendations

3.1 That the report be noted by the Committee.

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 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 There are two key policies which the HR Employment Reward & Transformation team have focussed on, which bring together a variety of Guidance Notes and

other documents into one Parental Leave Policy and bring together three separate policies relating to Redundancy, Redeployment & Restructuring into one Organisational Change Policy. Over the last few months, HR have held several meetings with the trades unions, on a formal and informal basis, to outline the management side's proposals and to gain the trade union's input into the proposed changes.

6.4 When HR policies are brought to the Staffing & Remuneration Committee for consideration, they would have already been through a number of stages to sure that relevant stakeholders have the opportunity for comment. The stakeholder groups include:

- HR colleagues who work with the policies on a daily basis
- the HR Management Team
- Trades Unions
- A group of business unit managers from a cross section of directorates
- Staff Network Groups
- Legal Services
- Corporate Board

6.5 The time taken to complete each stage depending on the amount of revision needed, the complexity of the content, the comments received and the timing of governance meetings. The two policies currently being reviewed are complex in their content and are in part, affected by employment legislation and changes in benefits. The time taken to ensure that the final versions of both the Parental Leave and Organisational Change policies are accurate, compliant and fair has taken longer than anticipated for this reason. A two-stage approach has been adopted, with the first stage getting approval on the benefit and principle changes, and the second stage will produce the policy and practice note documents. Separate reports outlining the stage 1 changes being proposed are with the Committee.

6.6 The policies which will be sent to Committee next year include the revised Employment References Policy which was originally considered in February 2020 and in June some relatively small revisions to existing policies including Purchasing Annual Leave; the Code of Conduct and a new Menopause policy. The Probation Policy is likely to have more substantial changes which will need input from the stakeholders. An update and review of the Use of Consultants Policy will also be conducted, and this may be incorporated into a reviewed Recruitment Policy.

7 Statutory Officers' comments

7.1 Finance

7.1.1 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.

7.2 Legal

7.2.1 It is noted that this report is for information purposes only.

8 Use of Appendices

The schedule of work for the coming year is shown at 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 / Rationale	Anticipated Date
Organisational Change Policy & Practice Note	Managing Change	New policy combining the existing policies for Redundancy, Redeployment & Restructuring into one document.	December 2021 (final proposals, Policy to be received in February 2022)
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 (final proposals, Policy to be received in February 2022)
Employment References	Resourcing	New practice note.	February 2022
Employee Code of Conduct	Leading & Coaching	Minor revisions required following Audit Report in 2021	June 2022
Menopause Policy	Work & Wellbeing	New policy to be introduced to cover specific needs of the female workforce	June 2022
Recruitment Policy and Practice Note	Resourcing	Existing Consultants Policy and Agency Worker Guidelines to be revised and incorporated into the Recruitment Policy and Practice Notes	June 2022
Sickness Absence	Work & Wellbeing	Review of existing policy	October 2022
Disciplinary Policy	Leading & Coaching	Review of existing policy	December 2022
Grievance Policy	Leading & Coaching	Review of existing policy	February 2023