

Report for: General Purposes Committee, 6 July 2023

Item number:

Title: HR Policies – New and Revised policies

Report authorised by: Dan Paul, Chief People Officer

Lead Officer: Tanya Patchett, Head of Employee Relations, Business Partnering and Reward

Ward(s) affected: None

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

1 Describe the issue under consideration

The report outlines the content of three HR policies:

- The Relocation Policy is new and is being introduced for the first time.
- The Capability Policy policy is a revision of existing Guidelines.
- There is an addition to the Annual Leave and Time Off Policy to make provision for Carers Leave.

2 Cabinet Member Introduction

Not applicable.

3 Recommendations

That Committee consider and approve each of the attached policies, and delegates authority to the Chief People Officer to make such amendments as considered minor.

4 Reason for decision

The policies are brought to committee in line with the HR policy review schedule previously agreed with members. They have undergone extensive consultation with the trades unions and with managers internally. The final versions attached at Appendices 1 – 3 include changes as a result of the consultations.

5 Alternative Options Considered

Not applicable.

6 Background information

- 6.1 The new **Relocation Policy** is being introduced to support permanent recruitment to hard to recruit posts. It is not an automatic entitlement, and managers will consider whether the post should be advertised with relocation assistance available on a case by case basis, with advice from the Recruitment team in Human Resources. Most organisations have a policy on relocation assistance and it is important that the entitlements and limits are clear and consistent, as well as in line with HMRC rules. The introduction of this policy supports best practice. A copy of the policy is attached at Appendix A.
- 6.2 The revised **Capability Policy** has been redrafted to ensure the process is well understood and is clear. The organisation has a focus on performance management and a clear capability process is important to ensure that performance is well managed and that the council is operating efficiently and effectively. . A copy of the policy is attached at Appendix B.
- 6.4 The **Annual Leave and Time Off Policy** has been added to as follows:

Carers Leave

All employees with caring responsibilities can take up to 5 paid days of carers leave on a rolling 12-month period and this leave can be taken in full days or in hours (part days). This will apply to all employees from the first day of employment. Employees are required to have an informal discussion with their line manager before taking the leave.

This addition is best practice and supports our employees who have caring responsibilities. It is in line with our corporate values and ensures that employees have an appropriate work/life balance and are supported. A copy of the policy is attached at Appendix C.

7 Statutory Officers' comments (Chief Finance Officer (including procurement), Legal and Governance.

7.1 Finance

Whilst the carer's leave introduces an additional type of paid leave, there are no budgetary implications and any increase in absence will be managed from existing resources. Any costs arising from the relocation policy will be met by services from existing budgets.

7.2 Head of Legal and Governance (Monitoring Officer)

The terms of the General Purposes Committee includes the approval of all HR policies. This report proposing a new HR policy and two revised policies falls within the remit of the Committee.

The Head of Legal and Governance was consulted and provided comments on the policies that are appended to the report.

8 Use of Appendices

Appendix A – Relocation Policy

Appendix B – Capability Policy

Appendix C – Annual Leave and Time Off Policy

9 Local Government (Access to Information) Act 1985

Not applicable.