

**Report for:** General Purposes Committee, 4<sup>th</sup> July 2023

**Item number:**

**Title:** HR Policy Review – Forward Plan for 2023 / 2024

**Report authorised by:** Dan Paul, Chief People Officer

**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**

To provide the General Purposes Committee with a forward plan outlining the HR policies to be brought to Committee in the 2023 /24 municipal year.

**2 Cabinet Member Introduction**

Not applicable.

**3 Recommendations**

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 HR policy review programme began in 2021. During 2021/22 four policies were completed and agreed by Members, and since March 2022, a further nine HR policies have been completed and approved. Details of the policies that have been updated since 2021 are shown in Appendix 2.

6.2 The review will continue during the 2023 / 2024 year with a further eight policies due for review. The policies due for revision in the next twelve months will be a mix of new policies and revisions to existing ones. The revision will be required to either bring policies in line with legislative changes or process changes or to ensure that policies more accurately reflect changes to ways of working. Details of the Policy Forward Plan for 2023/24 is given in Appendix 1.

**7 Statutory Officers' comments (Chief Finance Officer, Head of Legal & Governance)**

**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**

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

**8 Use of Appendices**

Appendix 1: Schedule of work for 2023/24

Appendix 2: HR Policies completed since 2021

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

Not applicable.

## Appendix 1 : HR Policy Review – Schedule of Work 2023 / 2024

Policy Title	Action / Rationale	Anticipated Date
Capability in the Workplace	Revision to existing policy	June 2023
Relocation	This is a new policy that will be introduced for the first time	June 2023
Annual & Other Leave	Revision to existing policy	June 2023
Pay policy	This is an annual revision required for Council approval by 31 March.	October 2023
Job evaluation	This is a new policy that will be introduced for the first time.	October 2023
Employee Notice periods	Variation to terms and conditions of employment in relation to notice periods	October 2023
Flexible working	Revision to existing policy	February 2024
Probation & Induction	Revision to existing policy	February 2024
Work Experience & Apprenticeships	This is a new policy to be introduced for the first time.	February 2024
Trade Union Facility Agreement	Revision of the existing agreement	February 2024 (TBC)

## Appendix 2: Completed policies 2021 - 2022

<b>POLICY TITLE</b>	<b>DATE APPROVED</b>
Flexible retirement	June 2021
Parental leave	December 2021
Organisational Change	February 2022
Menopause	February 2022
Employee volunteering	June 2022
Employment references	June 2022
Conflict of Interests	June 2022
Ill Health Retirement	October 2022
Sickness absence	October 2022
Honorarium, Acting Up and Secondment	October 2022
Sabbaticals	February 2023
Grievance	February 2023
Disciplinary	February 2023