

Report for: General Purposes Committee – 22 January 2026

Item number: 8

Title: HR Policies

Report authorised by: Dan Paul, Chief People Officer

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

Ward(s) affected: N/A

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

1 Describe the issue under consideration

The report sets out the changes to the Job Evaluation Policy, Induction Policy to ensure that they are in line with ACAS best practice, any legal/ statutory requirements and the Council's local requirements.

2 Cabinet Member Introduction

Not applicable.

3 Recommendations

- (i) That the Committee consider and approve the changes to the Job Evaluation Policy and Induction Policy.
- (ii) That the Committee approves the changes to the Recruitment Policy as outlined at section 6.5 of this report.
- (iii) That the Committee approves and remits the Pay Policy Statement 2026/27 for endorsement by Full Council on 2nd March 2026.

4 Reason for Decision

Policies are reviewed on a cyclical basis to ensure compliance with legislation and best practice, the review of policies enables the organisation to ensure effective management of people through these policies. It is necessary to change policies to meet legislative changes but also to ensure they are fit for purpose for the organisation.

5 Alternative Options Considered

Not applicable

6 Background information

- 6.1 Human Resources has consulted/ engaged with Trade Unions, Staff Networks and other stakeholders via our policy collaboration process to ensure the Council has fit for purpose and legally compliant policies.
- 6.2 All policies being presented have been updated as follows:
 - 6.2.1 They have been revised to make them clearer and more concise with the aim of making them easier to understand for both managers and employees.
 - 6.2.2 The policies have been drafted with ACAS best practice (with reference to Brightmine, formerly known as XpertHR), any legal/ statutory requirements and the Council's local requirements.
 - 6.2.3 The merging of purpose and scope under the heading "Introduction" in line with other policies.
 - 6.2.4 The principles section has been updated in line with other Council policies.
 - 6.2.5 References to practice notes have been removed and relevant content has been incorporated into the policy where appropriate.
- 6.3 In addition, Job Evaluation Policy has been updated as follows:
 - 6.3.1 The criteria for conducting a job evaluation have been clearly defined, see section 3. The purpose of this is to ensure transparency and consistency in determining when a job evaluation should take place.
 - 6.3.2 The turnaround timescale has changed from 10 working days to 15 working days following agreement with Trade Unions.
 - 6.3.3 Additional wording has been added regarding the regrading of a job to a higher grade, see section 4.5.
- 6.4 The Induction Policy has also been updated as follows:
 - 6.4.1 An additional section has been introduced to outline the legal framework to help new employees understand key legislation which governs their employment and reinforces the Council's commitment to providing a safe, fair and legally compliant workplace.
 - 6.4.2 New section on non-compliance with induction requirements has been added at section 6. The purpose of this is to clarify expectations for employees and managers regarding mandatory induction activities and outline the actions or consequences that will be taken if these are not met.
 - 6.4.3 Appendix A outlines the responsibilities of managers and employees during the induction process to ensure accountability and consistency in how induction is delivered.
- 6.5 The Recruitment Policy has been updated to include an option to allow the option of converting fixed term employees to permanent employees where appropriate, and to change the delegation from the Head of Paid Service to the Chief People Officer to authorise protocols to convert agency workers to permanent employees where appropriate, in order to continue the success the Council has had in reducing agency worker numbers.

6.6 The Pay Policy has been updated with new pay ratios and wording in relation to pay on appointment has been clarified in line with changes made to the Job Evaluation Policy.

7 Contribution to strategic outcomes

7.1 The review and amendments to policies are done in order to ensure we are operating within best practice for Human Resources and in supporting the organisation to achieve its' objectives. Policies under review are also done so in order to maximise the efficiency of workforce management.

8 Statutory Officers' comments (Chief Finance Officer (including procurement), Director of Legal and Governance, Equalities

8.1 Chief Finance Officer

There are no direct financial implications arising from this report.

8.2 Director of Legal and Governance

The Director of Legal and Governance has read and contributed to the report and proposed revisions to the appended policies.

9 Use of Appendices

Appendix A - Job Evaluation Policy

Appendix B - Induction Policy

Appendix C - Recruitment Policy

Appendix D - Pay Policy Statement 2026/27

10 Local Government (Access to Information) Act 1985

Not applicable.