

This report is public	
Policy Review Updates	
Committee	Personnel Committee
Date of Committee	3 December 2025
Portfolio Holder presenting the report	Portfolio Holder for Corporate Services, Councillor Chris Brant
Date Portfolio Holder agreed report	21 November 2025
Report of	Assistant Director of Human Resources, Claire Cox

## Purpose of report

To seek approval from the Personnel Committee on proposed changes to existing HR policies.

## 1. Recommendations

The Personnel Committee resolves:

1.1 To review and approve the following policies for implementation:

- a. Grievance Policy
- b. Sickness Absence Policy and Procedure
- c. Maternity Leave Policy
- d. Adoption Leave Policy
- e. Parental Leave Policy
- f. Shared Parental Leave Policy
- g. Time off for Dependents
- h. Domestic Abuse Policy

## 2. Executive Summary

2.1 This report provides overview of the latest policies that have been updated for review and approval by the Committee, as part of a rolling programme of policy reviews and updates.

## Implications & Impact Assessments

Implications	Commentary
Finance	This is an information report recommending Committee to approve the reviewed and revised policies itemed above. Therefore, there are no financial implications associated with this report. Kelly Wheeler, Finance Business Partner, 11 November 2025

<b>Legal</b>	<p>Having policies in place to ensure that all new starters receive a consistent level of support and training will help to ensure that the Council inducts all of its new staff in a manner which will allow them to carry out their roles effectively going forward and support the Council's core values.</p> <p>Denzil – John Turbervill Head of Legal Services, 19 November 2025</p>			
<b>Risk</b>	<p>There are no risks arising directly from this report. Having up-to-date and fit for purpose policies mitigates risks such falling behind our peers regarding staff health and wellbeing policies, or new starters falling behind due to lack of support and training.</p> <p>Celia Prado-Teeling, Performance Team Leader, 11 November 2025</p>			
<b>Impact Assessments</b>	Positive	Neutral	Negative	Commentary
<b>Equality Impact</b>		<b>X</b>		There are no Equalities impacts arising directly from this report. Our policies are developed/reviewed according to the council's Equality, Diversity and Inclusion Framework, and in line with the Equalities Act 2010. Celia Prado-Teeling, Performance Team Leader, 11 November 2025
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		<b>X</b>		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		<b>X</b>		
<b>Climate &amp; Environmental Impact</b>				N/A
<b>ICT &amp; Digital Impact</b>				N/A

<b>Data Impact</b>				N/A
<b>Procurement &amp; subsidy</b>				N/A
<b>Council Priorities</b>	N/A			
<b>Human Resources</b>	<p>It is essential that policies are regularly reviewed and kept up to date with both legislative and organisational requirements.</p> <p>Claire Cox, Assistant Director of Human Resources, 10 November 2025</p>			
<b>Property</b>	N/A			
<b>Consultation &amp; Engagement</b>	<p>UNISON, the Extended Leadership Team and the Corporate Leadership Team have all been consulted on these policies ahead of submission for approval by the Personnel Committee.</p>			

## Supporting Information

### 3. Background

- 3.1 The policies outlined above are part of the rolling programme of policy updates that officers are bringing to Personnel Committee for approval as HR systematically work through and refresh all HR-related policies.
- 3.2 UNISON, and Extended and Corporate Leadership Teams have been provided with these documents for review and comment ahead of approval being sought from the Personnel Committee.

### 4. Details

- 4.1 The approach officers are taking to review all HR policies is to prioritise those needed to reflect changes in legislation and or work practices.
- 4.2 The aim of the review was to simplify the content where possible, removing any unnecessary information and ultimately making them more user friendly for managers and employees to understand and follow.
- 4.3 The table in Appendix 1 gives an overview of all the proposed changes for each policy.

### 5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: The alternative option would be to continue with the existing policies however officers have rejected this as the policies do not reflect current legislation or the Council's objectives of being an attractive, modern employer.

## 6. Conclusions and Reasons for Recommendations

- 6.1 Officers have updated the policies attached to this report to reflect current legislation and good practice but also to make them much more user friendly and attractive for existing and potential employees. For these reasons officers recommend the committee approves the revised policies.

### Decision Information

<b>Key Decision</b>	N/A
<b>Subject to Call in</b>	N/A
<b>If not, why not subject to call in</b>	N/A
<b>Ward(s) Affected</b>	N/A

### Document Information

<b>Appendices</b>	
<b>Appendix 1</b>	Changes to policies
<b>Appendix 2</b>	2025 Grievance Policy and Procedure
<b>Appendix 3</b>	2025 Sickness Absence Policy and Procedure
<b>Appendix 4</b>	2025 Maternity Leave Policy
<b>Appendix 5</b>	2025 Adoption Leave Policy
<b>Appendix 6</b>	2025 Parental Leave Policy
<b>Appendix 7</b>	2025 Shared Parental Leave Policy
<b>Appendix 8</b>	2025 Time Off for Dependents Policy
<b>Appendix 9</b>	2025 Domestic Abuse Policy
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**Executive Director  
Approval (unless  
Executive Director or  
Statutory Officer  
report)**

Executive Director for Resources