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Policy Review Updates

Committee	Personnel Committee
Date of Committee	27 November 2024
Portfolio Holder presenting the report	Portfolio Holder for Corporate Services Councillor Chris Brant
Date Portfolio Holder agreed report	12 November 2024
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 adoption:
 - a. Organisational Change Policy
 - b. Paternity Leave Policy
 - c. Carer's Leave Policy
 - d. Drugs and Alcohol 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	There are no financial implications arising from this report. The carers policy should not result in any net additional costs to the council. As with every service, the cost will be absorbed if one or more people choose to use this flexibility. Michael Furness, Assistant Director of Finance and S151 Officer, 29 October 2024

Legal	The policies being put forward for adoption reflect changes in employment law and good practice and therefore assist the Council in meeting its legal obligations and support good employment relations. Alison Coles, Legal Services Operations Manager, 30 October 2024			
Risk	The policies being put forward mitigate the risk of not being compliant with changes in employment law. There are no risk implications arising directly from this report. Celia Prado-Teeling, Performance Team Leader, 5 November 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		The attached policies have been developed/reviewed in line with our Equalities, Diversity and Inclusion framework "Including Everyone", in compliance with the Equality Act 2010. Celia Prado-Teeling, Performance Team Leader, 5 November 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	N/A			

Human Resources	It is essential that policies are regularly reviewed and kept up to date with both legislative and organisational requirements. Claire Cox, Assistant Director of Human Resources, 27 August 2024
Property	N/A
Consultation & Engagement	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.

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.
- 4.4 The Organisational Change Policy has been submitted for review and approval following an addition that stipulates managers need to operate within establishment, and clarity on process following feedback from a recent restructure. The HR team are currently completing a review of pay protection across the local government sector as currently CDC offer 2-years pay protection, and if found to be out of kilter with others in the sector, will update and re-consult on this policy for approval at a future personnel committee.
- 4.5 The paternity leave and carers policy are provided for approval following legislative changes.

- 4.6 The Drugs and Alcohol Policy has been reviewed and refreshed to ensure it is up to date, with minor amendments made to ensure ease of use.

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

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

Document Information

Appendices	
Appendix 1	Outline of changes to each policy
Appendix 2	Organisational Change Policy
Appendix 3	Paternity Leave Policy
Appendix 4	Carers Leave Policy
Appendix 5	Drugs and Alcohol Policy
Background Papers	N/A
Reference Papers	N/A

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Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Stephen Hinds, Corporate Director – Resources and Transformation, 12th November 2024