

This report is public	
Policy Review Updates	
Committee	Personnel Committee
Date of Committee	16 September 2026
Portfolio Holder presenting the report	Portfolio Holder for Customer and Community Services, Councillor Nicola Borkmann
Date Portfolio Holder agreed report	4 September 2026
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. Criminal Records Checking Policy and Procedure
- b. Exit Interview Policy
- c. Pensions and Retirement 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.

	Rachel Ainsworth, Finance Business Partner, 26 August 2026			
Legal	Having up to date policies in place will help to ensure that the Council allows staff to carry out their roles effectively going forward and support the Council's core values. Appendix 1 clearly identifies the proposed changes which members are being asked to approve. Denzil – John Turbervill, Head of Legal Services, 2 September 2026			
Risk	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. Celia Prado-Teeling, Performance Team Leader, 26 August 2026			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		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, 26 August 2026
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, 24 August 2026			
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.

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: To continue with the existing policies.
This is 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 policies
Appendix 2	Criminal Records Checking Policy and Procedure
Appendix 3	2026 Exit Interview Policy
Appendix 4	2026 Pensions and Retirement Policy
Background Papers	N/A
Reference Papers	N/A
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Executive Director Approval (if not report of Executive Director of Statutory Officer)	Executive Director for Resources