

This report is public	
Policy Updates	
Committee	Personnel Committee
Date of Committee	7 February 2024
Portfolio Holder presenting the report	Portfolio Holder for Corporate Services, Councillor Dallimore
Date Portfolio Holder agreed report	30 January 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 implementation:

- Learning and Development Policy
- Smoke Free Policy
- Use of E-Cigarettes at Work Policy

2. Executive Summary

2.1 This report provides policies for review and approval, updated as part of a rolling programme of policy reviews and updates..

Implications & Impact Assessments

Implications	Commentary
Finance	To mitigate risk, it is important that the Council operate with up-to-date policies. The update to these policies is anticipated to be minor and will be managed within existing budgets, as is currently the case. Kelly Wheeler, Finance Business Partner, 24 January 2024
Legal	This is in accordance with the programme for reviewing policies. There are no legal implications.

	Shiraz Sheikh, Assistant Director of Law and Governance and Monitoring Officer. 22 January 2024			
Risk Management	There are no risks arising directly from this report. Celia Prado-Teeling, Performance & Insight Team Leader, 25 January 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		There are no EDI implications arising from this report. Officers have considered EDI implications in suggesting changes to the policies to ensure the council meets its statutory responsibilities under the Equality Act and the commitments in its equalities framework 'Including Everyone'. The policies also allow for some flex so they can be adapted to suit the situation and specific circumstances. Furthermore, the policies are regularly reviewed and updated to ensure they remain fit for purpose so any future EDI implications, and mitigating actions, will be captured in the correspondent Equalities Impact Assessments. Celia Prado-Teeling, Performance & Insight Team Leader, 25 January 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		X		There are no sustainability implications arising directly from this report
ICT & Digital Impact		X		
Data Impact		X		
Procurement & subsidy		X		

Council Priorities	N/A
Human Resources	N/A
Property	N/A
Consultation & Engagement	UNISON are consulted on policies.

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 are also provided with these documents for review and comment. Any feedback received will be shared at the Personnel Committee ahead of these policies being approved.

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 them.
- 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 would not reflect current legislation or the Council's objectives of being an attractive, modern employer.

6 Conclusion 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 Appendix 2 Appendix 3 Appendix 4	Outline of changes to each policy Learning and Development Policy Smoke Free Policy Use of E-Cigarettes at Work Policy
Background Papers	N/A
Reference Papers	N/A
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