

<b>This report is public</b>	
<b>Policy Review Updates</b>	
<b>Committee</b>	Personnel Committee
<b>Date of Committee</b>	9 July 2024
<b>Portfolio Holder presenting the report</b>	Portfolio Holder for Corporate Services, Councillor Chris Brant
<b>Date Portfolio Holder agreed report</b>	26 June 2024
<b>Report of</b>	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:

Flexible Working Request Policy  
Domestic Abuse Policy  
Flexi scheme Policy  
Employers LGPS Discretions 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
<b>Finance</b>	There are no financial implications arising from this report. Kelly Wheeler, Finance Business Partner, 21 May 2024

<b>Legal</b>	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. Shahin Ismail, Interim Head of Legal Services. 22 May 2024			
<b>Impact Assessments</b>	Positive	Neutral	Negative	Commentary
<b>Equality Impact</b>		<b>X</b>		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, 21 May 2024
<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>	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, 20 May 2024			

<b>Property</b>	N/A
<b>Consultation &amp; Engagement</b>	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 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. 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>	Outline of changes to each policy
<b>Appendix 2</b>	Flexible Working Request Policy
<b>Appendix 3</b>	Domestic Abuse Policy
<b>Appendix 4</b>	Flexi scheme Policy
<b>Appendix 5</b>	Employers LGPS Discretions Policy
<b>Background Papers</b>	None
<b>Reference Papers</b>	None
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