

This report is public	
Policy Review Updates	
Committee	Personnel Committee
Date of Committee	18 September 2024
Portfolio Holder presenting the report	Portfolio Holder for Corporate Services, Councillor Chris Brant
Date Portfolio Holder agreed report	6 September 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:
 - a. Travel and Subsistence Policy (incorporates and therefore supersedes Car User Policy)
 - b. Bullying, Harassment and Discrimination 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. Kelly Wheeler, Finance Business Partner, 27 August 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, 28 August, 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, 28 August 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, 28 August 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 Travel and Subsistence policy provides updated costs for breakfast, lunch, tea and evening meal that are more favourable to employees as these rates have not been reviewed for at least 5 years. Comparisons were made with other Councils and table 1 outlines the current and proposed rates for information.

Table 1

Subsistence type	Current	Proposed	Increase
Breakfast	£6.66	£7.50	£0.84
Lunch	£9.30	£10.50	£1.20
Tea/coffee	£2.43	£4.00	£1.57
Evening meal	£11.54	£12.50	£0.96

4.5 If employees are to submit claims for the expenses outlined in table 1, receipts must be produced, and for amounts lower than the rates outlined, actuals will be paid. For context, CDC's subsistence expenses bill for the last rolling 12 months has been just over £1,800. The updated Travel and Subsistence policy stipulates that breakfast and lunch should only be claimed following overnight stays due to business requirements, so costs are not expected to significantly increase, despite the more favourable rates.

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	Travel and Subsistence Policy
Appendix 3	Bullying, Harassment and Discrimination Policy

Background Papers	N/A
Reference Papers	N/A
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