



REPORT TO:	Policy Development Panel
DATE:	24 May 2022
SUBJECT:	Review of HR Policies (Batch 1)
PURPOSE:	To seek Policy Development Panel's views on the proposed HR Polices (Batch 1) prior to a report to Council.
PORTFOLIO HOLDER:	Councillor Jim Astill, Portfolio Holder – Corporate and Communications
REPORT OF:	James Gilbert, Assistant Director - Corporate
REPORT AUTHOR:	James Gilbert, Assistant Director - Corporate
WARD(S) AFFECTED:	N/a
EXEMPT	No

SUMMARY

HR policies require regular review to ensure they are within the legal framework and reflect best practice.

This report brings forward the first batch of HR policies for review. The Policies have been developed by Public Sector Partnership Services, as the Councils' HR providers; with input from a Readers' Panel consisting of Officers and trade unions. The Readers' Panel have confirmed that operationally the policies are practical to implement. In addition, the policies have the support of trade unions.

The Business Case for the South & East Lincolnshire Councils Partnership identifies the opportunity to align policy in several areas of the Councils and adopting the policies as set out will create that alignment.

The policies will require approval at Council post Policy Development Panel.

RECOMMENDATIONS

- That the Panel considers the Policies and provides feedback and comments.

REASONS FOR RECOMMENDATIONS

- HR policies need to be regularly updated to ensure they reflect best practice and are within the legal framework. This review has provided the opportunity to seek consistency in HR policy across the Partnership. This recommendation ensures the Panel has the opportunity to input into the final policy set prior to consideration by Council.

OTHER OPTIONS CONSIDERED

- None.

1. BACKGROUND

1.1. SHDC's HR Policies are due for refresh.

1.2. When the South & East Lincolnshire Councils Partnership formed it identified an opportunity to align several areas of Policy across the Partnership. An early opportunity has been identified to align HR Policy at each of the three Partnership Councils as reviews are due at each Council.

1.3. It is important HR Policies are regularly reviewed to ensure they remain appropriate, reflect legislation and best practice and enable the Head of Paid Service to effectively manage the workforce.

2. REPORT

2.1. At present, each Council within the Partnership has slight variations in its HR policies.

2.2. Having a single set of shared HR policies for each Council will ensure consistency in the way the Partnership's workforces are managed. Given many services across the Councils are already working together this is becoming increasingly important. There is also the benefit to Public Sector Partnership Services of a single HR Policy set for each of the three Councils as it means rather than HR Advisors administering three different policy sets, they only need to administer one.

2.3. This report brings forward the first three policies for review. Due to the quantity of policies for review, PSPS are reviewing the policies in batches with them coming forward at regular intervals, which means Policy Development Panel will receive further policies during the coming year for review.

2.4. The policies – as presented in the appendices – have been reviewed by an internal Readers' Panel of Officers (from across the Partnership); trade unions and Leadership Team. The policies have their support.

2.5. The policies appended to this report are:

Appendix	Policy Name	Current Policy	New
APPENDIX A	Disciplinary Policy	Last reviewed 2018. Invite to hearing states 5 days	Changed to state 'without unreasonable delay' which is in line with best practice.
APPENDIX B	Improving Performance at Work	Currently called Capability. Last reviewed 2018. Employee has 5 days to submit an appeal.	Changed title now in line with best practice. Employee has 10 days to submit an appeal.
APPENDIX C	Grievance Policy	Last reviewed 2018	No substantial changes

EXPECTED BENEFITS TO THE PARTNERSHIP

Consistency in HR Policy across the Partnership will provide the benefit of a single approach to workforce management; as well as supporting PSPS in the delivery of the HR service. The former is particularly important as more teams from the three Councils start to work more closely together.

IMPLICATIONS

SOUTH AND EAST LINCOLNSHIRE COUNCIL'S PARTNERSHIP

As identified in 'Expected benefits to the Partnership'.

CORPORATE PRIORITIES

N/a

STAFFING

The Policies will have a direct impact on the management of the workforce. The Policies developed are in line with HR legislation and best practice and are designed to support positive workforce management.

CONSTITUTIONAL AND LEGAL IMPLICATIONS

Staffing matters are a non-executive function and are therefore a Council decision.

DATA PROTECTION

There are no direct data protection implications arising from the content of the report, but data relating to staff is protected under data protection laws. The Council has suitable technical and organisational measures in place to protect such data

FINANCIAL

None

RISK MANAGEMENT

None

STAKEHOLDER / CONSULTATION / TIMESCALES

Consultation has taken place with the Readers' Panel; Leadership Team and trade unions. All have supported the policies as appended to this report.

REPUTATION

The Council recognises the importance of supporting its workforce and managing the workforce in a positive way. The policies aim to achieve that, thereby enhancing the reputation of the Council as an employer.

CONTRACTS

None

CRIME AND DISORDER

None

EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING

The policies comply with all associated legislation and have an Equality Impact Assessment.

HEALTH AND WELL BEING

The policies aim to support a happy and healthy workforce.

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

None

ACRONYMS

PSPS – Public Sector Partnership Services

APPENDICES	
Appendices are listed below and attached to the back of the report: -	
<i>APPENDIX A</i>	<i>Disciplinary Policy</i>
<i>APPENDIX B</i>	<i>Improving Performance at Work</i>
<i>APPENDIX C</i>	<i>Grievance Policy</i>

BACKGROUND PAPERS	
Background papers used in the production of this report are listed below: -	
Document title	Where the document can be viewed
N/a	

CHRONOLOGICAL HISTORY OF THIS REPORT	
Name of body	Date
N/a	

REPORT APPROVAL	
Report author:	James Gilbert, Assistant Director - Corporate
Signed off by:	Christine Marshall, Deputy Chief Executive – Corporate Development
Approved for publication:	Councillor Jim Astill, Portfolio Holder – Corporate and Communications