



REPORT TO:	Policy Development Panel
DATE:	13 December 2022
SUBJECT:	Review of HR Policies (Batch 4 & 5)
PURPOSE:	To seek Policy Development Panel's views on the proposed HR Polices (Batch 4 & 5) 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 fourth and fifth 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 fourth and fifth batch of policies 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	Matter	Current Policy	New
APPENDIX A	Agile Working Policy	Policy	No policy	Adoption of a policy
		Review	No policy	Included
		Display Screen Equipment (DSE) Assessment	No policy	Includes an annual reminder e-learning DSE Assessment for employees to protect the employee and Council.
		Apprentices	No policy	Policy applies to apprentices, but consideration must be given to the support and learning required.
APPENDIX B	Recruitment Policy	English Speaking requirements	No specific mention	Added: Legislative Requirement for Public Sector front facing roles to be able to speak English as per Immigration Legislation
		References	3 years employment history	Aligned to best practice. CIPD recommend - Employers should usually ask for a minimum of two references, one of which should be the applicant's present or most recent employer
		Virtual Interviews	Not specified	Flexible to be conducted either face-to-face or virtual in line with agile ways of working
		Shared Roles	No reference	Added: Approval required for shared roles across the partnership
		Recruitment Procedure	none	New manager guidance has been developed and shared with the Partnership.
		DBS	Separate	Included within the recruitment policy rather than separate.
APPENDIX C	Redundancy & Redeployment Policy	Annual leave	Not mentioned	<i>Now included</i>
		Qualification Training Costs	Not mentioned	Now included

		Right of Appeal – submission deadline	Right to Appeal in 7 days	<i>10 working days in line with Appeal timeframes within other policies covering dismissal (e.g. disciplinary)</i>
APPENDIX D	Volunteer Policy	Policy	No policy	<i>Policy recommended</i>
		Recruitment of Volunteers	No policy	Includes parental consent required under 18s. Includes about the benefits of young people volunteering. Includes required ID. Includes training and induction is the responsibility of the manager.
		Confidentiality	No policy	<i>Section included to clarify confidentiality and data protection requirements.</i>
		Equal Opportunities	No policy	<i>Includes Equal Opportunities section</i>
		Volunteering by Council employees	No policy	<i>Includes section about volunteering employees</i>
APPENDIX E	Travel & Expenses	Policy	Car Allowance Policy	One policy for travel & subsistence
		Subsistence	No policy	Updated rates in line with HMRC rates
		Passenger	Nothing mentioned in policy	Included in line with HMRC rate
		Mileage rates	As per the National Joint Council (Green Book)	Remain as current – to be reviewed as part of terms and conditions

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: -

APPENDIX A	Agile Working Policy
APPENDIX B	Recruitment Policy
APPENDIX C	Redundancy & Redeployment Policy
APPENDIX D	Volunteer Policy
APPENDIX E	Travel & Expenses Policy

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:	James Gilbert, Assistant Director - Corporate
Approved for publication:	Councillor Jim Astill, Portfolio Holder – Corporate and Communications