



<b>Report of:</b>	<b>Meeting</b>	<b>Date</b>
Human Resources	Employment and Appeals Committee	1 November 2021

Policy Review
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**1. Purpose of report**

1.1 To present to the Panel additions and amendments to Human Resource Policies.

**2. Outcomes**

2.1 The amendment to existing policies and procedures.

**3. Recommendation/s**

3.1 That the Panel approve the policies and arrangements set out in Section 5.

**4. Background**

4.1 From time to time the Council needs to develop new policies and working arrangements to ensure we comply with statutory requirements and effectively manage our human resources.

4.2 The development of new policies and the review of existing policies will also be informed by employment best practice and the organisational needs of the Council.

**5. Key issues and proposals**

5.1	Disclosure and Barring Service Policy	Reviewed
	DBS Secure Handling & Storage	Withdrawn
	Employee Training & Development Policy	Reviewed
	Leave and Work Life Balance Policy	Reviewed
	Redeployment Policy	Reviewed
	Chief Officers Disciplinary Policy	Reviewed

## **5.2 Disclosure and Barring Service Policy**

Updated section 3.2 to provide clarity on the types of DBS checks available.

Remove existing Appendix 1 which were complicated flow charts and replace with Appendix A.

## **5.3 DBS Secure Handling & Storage Policy**

In 2018 the DBS made a number of changes to the way certificates were processed/issued. Certificates are now only sent to the applicant however the council are notified of any convictions, warnings or reprimands and can request a copy of the certificate as per section 9.1 of the Disclosure and Barring Policy. As a result of the changes made by DBS, no copies of DBS certificates are kept by the council and the DBS Secure Handling & Storage Policy may be withdrawn.

## **5.4 Employee Training and Development Policy**

Additional point at 2.5 making reference to Learning Pool.

Revised 3.1.4 adding Heads of Service and Line Managers will work with HR to develop organisational training needs.

Section 6.2 previously an amount of £60 as reasonable expenditure of books/equipment. We now remain silent on the amount as each course requirement is so different.

Section 7.3 change making line managers and employees responsible for identifying the most appropriate training that meets the needs of the service. If an employee is on a course that runs over a number of years then line managers must contact HR at the start of each new year so additional training agreements are signed by the employee capturing the full cost of the training.

Section 7.5 clarity on when the rebate period begins and adding Director discretion to agree an alternative date in exceptional circumstance.

Section 10.2 this was available when courses were evaluated via HR21 however not a function that is made use of and not available on Learning Pool.

## **5.5 Leave and Work Life Balance Policy**

Minor amendments have been made throughout the policy to update new responsibilities e.g. Head of Governance and Business Support.

Amendments made to pandemic arrangements to make them relevant to current practice (section 3.4 & 10).

Time off for Volunteering activities brought in line with Volunteering Policy.

Further clarification added to section 7 in respect of the maximum number of days compassionate leave likely to be granted.

## 5.6 Redeployment Policy

Minor amendments only including clarification in section 4 that the staff member needs to provide good reason to refuse suitable alternative.

## 5.7 Chief Officers Disciplinary Policy

Minor amendments made throughout the policy and list of potential Gross Misconduct offences updated to closer reflect that within Officer Disciplinary Policy.

<b>Financial and legal implications</b>	
Finance	There are no specific Finance issues associated to this report.
Legal	There are no specific Legal issues associated to this report. However failure to comply with appropriate legislation may expose the Council to litigation.

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	X
equality and diversity	X
sustainability	X
health and safety	x

<b>risks/implications</b>	<b>✓ / x</b>
asset management	X
climate change	X
ICT	X
data protection	X

### **Processing Personal Data**

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a

new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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<b>List of background papers:</b>		
name of document	date	where available for inspection

### **List of appendices**

Appendix 1	Disclosure and Barring Service Policy
Appendix 2	Employee Training & Development Policy
Appendix 3	Leave and Work Life Balance Policy
Appendix 4	Redeployment Policy
Appendix 5	Chief Officers Disciplinary Policy