



Report of:	Meeting	Date
Human Resources	Employment and Appeals Committee	21 February 2022

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 | Promoting Attendance & Managing Sickness | Reviewed |
|     | Absence                                  |          |
|     | Hybrid Working Policy                    | New      |
|     | Employer Discretions Policy              | Reviewed |
|     | Pay and TOIL Policy Extract              | Reviewed |
|     | Flexible Working                         | Reviewed |
|     | Fostering Policy                         | Reviewed |

- 5.2** Throughout the policy amendments have been made to make the policy more user friendly and readable.

Section 2 has been updated to reflect latest advice on Covid-19 and self-isolation.

Changes have been introduced to the setting of targets and review periods at Stage 2 formal absence meetings. Absence thresholds are reset for a 12 month period, giving the employee a clean slate before they progress to stage 3 and potential dismissal.

- 5.3** The Hybrid working policy has been drafted in line with the Hybrid Working Programme being carried out by the council. This policy replaces the previous Agile Working Policy.
- 5.4** There have been no legislative or policy changes that give rise to the need for amendments to the Discretion Policy. Minor change only at 3.1.1 & 3.1.2 to give the most recent figures quotes by the LGA.
- 5.5** The Pay and TOIL policy has been updated to include a limit of 37 hours (pro-rata) to the accrual of TOIL hours. As this policy has recently been reviewed just the relevant extract has been included.
- 5.6** Flexible working policy has been updated to include reference to the Hybrid Working styles and that if hybrid working is approved as part of a flexible working request then a Hybrid Working Discussion Form and DSE Workstation Assessment form must be completed and sent to HR.
- 5.7** Fostering policy only minor amendments.

<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

<b>risks/implications</b>	<b>✓ / x</b>
asset management	X

equality and diversity	X
sustainability	X
health and safety	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	Promoting Attendance & Managing Sickness Absence
Appendix 2	Hybrid Working Policy
Appendix 3	Employer Discretions Policy
Appendix 4	Pay and TOIL Policy Extract
Appendix 5	Flexible Working
Appendix 6	Fostering Policy