



Report of:	Meeting	Date
Human Resources	Employment and Appeals Committee	11 July 2022

Policy Review

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

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|-----|--|----------|
| 5.1 | Gender Reassignment Policy | Reviewed |
| | Apprenticeship Policy | Reviewed |
| | Driving Policy | Reviewed |
| | Employee Code of Conduct | Reviewed |
| | Working Carers Policy | Reviewed |
| | Protected Officers Disciplinary Policy | Reviewed |
| | Promoting Attendance and Managing Sickness | |
| | Absence | Reviewed |

5.2 Apprenticeship Policy

Updated to section 3.1 as the public sector target reporting period set by the Government has now ended.

5.3 Gender Reassignment Policy

Update to section 4.1 of definitions used in the policy.

Update to section 7.3 as temporary relocation / redeployment will be considered at the request of the employee or on the advice of Occupational Health.

Other minor changes throughout.

5.4 Driving Policy

Minor change to section 4.1 regarding Green Fleet and Grey Fleet.

Update to section 5.4 regarding changes made to the Highway Code in January 2022.

Update to section 5.10 regarding vocational drivers found guilty of any new motoring offences must report to the Transport and Maintenance Team Manager.

Update to section 7.3 regarding towing trailers and the requirement for certified training before being authorised to tow a trailer.

Minor update to section 9.2 regarding vehicle documentation.

5.5 Employee Code of Conduct

Addition to section 8.5.2 and 8.5.3 relating to completing the online form when declaring gifts and hospitality.

Other minor changes throughout.

5.6 Protected Officers Disciplinary Policy

Change to section 5.3.2 regarding the Independent Panel

Changes to section 7.1 regarding examples of Gross Misconduct

Other minor changes throughout.

5.7 Promoting Attendance and Managing Sickness Absence Policy

This policy was reviewed in its entirety at February's Employment Appeals. Changes this time are purely in relation to removal of government restrictions around Covid-19. It is now being managed in line with other reasons for sickness absence.

5.8 Working Carers Policy

Minor changes throughout.

5.9 Eye Sight Testing Policy

Addition to section 1 regarding contribution to purchasing safety glasses.

Change made to section 2.1 as the corporate provider has now changed.

Minor amendments made to section 2.2 to reflect the new corporate provider.

Change made to section 2.3 in relation to cost of glasses or the councils contribution towards.

Financial and legal implications	
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.

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

risks/implications	✓ / x
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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List of background papers:		
name of document	date	where available for inspection

List of appendices

Appendix 1	Gender Reassignment Policy
Appendix 2	Apprenticeship Policy
Appendix 3	Driving Policy
Appendix 4	Employee Code of Conduct
Appendix 5	Working Carers Policy
Appendix 6	Protected Officers Disciplinary Policy
Appendix 7	Promoting Attendance and Managing Sickness Absence
Appendix 8	Eye Sight Testing Policy