

Report of:	Meeting	Date
Human Resources	Employment and Appeals Committee	31 October 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

5.1 Disciplinary Policy and Procedure	Reviewed
Flexible Retirement Policy and Procedure	Reviewed
Retirement Policy and Procedure	Reviewed
Driving Policy	Reviewed
Long Service Award	Reviewed
Preventing Illegal Working Policy	Reviewed
Extended Authorised Absence Policy	Reviewed

Equal Opportunities Policy
The Domestic Abuse and the Implications in the
Workplace Policy

Reviewed
Reviewed

- 5.2** The Disciplinary policy has been reviewed and updated to take out the references to the Pandemic which are now no longer relevant. Reference to Electronic Meetings has however been retained so that in certain circumstances meetings may be held this way.

In respect of conduct outside of work a reminder has been included that staff are representatives of the council when wearing uniform or staff badge.

Clarification that during live warning periods the conduct may be taken into consideration for employment decisions.

Other minor amendments throughout.

- 5.3** The Flexible Retirement Policy and Retirement Policy and Procedure have been reviewed with no updates or amendments.

- 5.4** The Driving Policy was reviewed in July 2022 since which time unions have asked for the ability to claim mileage expense for use of a bicycle for work activities. Additional paragraphs have been included at 5.14 & 6.2.

- 5.5** There are now some staff members approaching 50 years' service. The Long Service Award policy has therefore been updated to include an award of £150 to recognise this length of service in addition to the current 20 & 40 years recognition.

- 5.6** The Preventing Illegal Working Policy has been reviewed and minor amendments have been made throughout.

The list of EEA Countries has been updated to add Croatia.

The documents listed in List A and List B have been updated in accordance with the Home Office.

- 5.7** The Extended Authorised Absence Policy has been updated with minor changes throughout including updates to job titles.

- 5.8** The Equal Opportunities Policy has been updated with minor changes including explanation and examples. Additions at section 6.3, 6.4 and 6.5 covering the recruitment process.

- 5.9** The Domestic Abuse and the Implications in the Workplace Policy includes minor additions to section 3 and professional help services listed as an appendix.

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.

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection

List of appendices

Appendix 1	Disciplinary Policy and Procedure
Appendix 2	Flexible Retirement Policy and Procedure
Appendix 3	Retirement Policy and Procedure
Appendix 4	Driving Policy
Appendix 5	Long Service Award
Appendix 6	Preventing Illegal Working Policy
Appendix 7	Extended Authorised Absence Policy
Appendix 8	Equal Opportunities Policy
Appendix 9	The Domestic Abuse and the Implications in the Workplace Policy